
The COMPASS User's Manual



Compliance Assurance System TaskTrakker Module

Process Data Control Corporation

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Chapter 1: INTRODUCTION TO TASKTRAKKER

1.1 About the TaskTrakker Module

The TaskTrakker Module is a part of the Compliance Assurance System - the COMPASS. The COMPASS facilitates the collection, storage, and reporting of Air Emissions data, including emissions inventory, calculations, and Title V permitting.

TaskTrakker incorporates data from applicable rules and regulations, compliance tasks, and compliance history. It can import data from MS Access module developed by PDC Corp, IntelliRegs which is designed to assist users in defining compliance tasks and determining their applicable rules, respectively. The TaskTrakker module is dedicated to the function of compliance demonstration.

1.2 System Requirements

The following platform is strongly recommended to operate the TaskTrakker application:

- Pentium II PC running at 250 MHz. with 64 megabytes of RAM and 50 megabytes of free disk space.

The following platform is the minimum required to operate the TaskTrakker application:

- Pentium I PC running at 90 MHz. with 25 megabytes of free disk space and 32 megabytes of RAM to obtain reasonable performance.

The following operating systems are supported:

- Microsoft Windows '95, Windows 98, Windows 2000, Windows ME, Windows XP or Windows NT Operating Environment, (all Trademarks acknowledged).

1.3 Installation Instructions

Directions for the installation are furnished in a separate document, "Installation Instructions," which is provided with this operations manual. TaskTrakker should always be loaded onto a local or network hard disk under the directory structure: <drive>:\..\PDC\ACM\Permits. The installation program creates this structure below the target installation folder chosen by the user.

1.4 Using Help

Help is provided on-line with TaskTrakker, and it is as extensive as the printed documentation. The on-line Help allows you to search by topic or keyword for the area in which you need help. It categorizes and defines words and phrases, giving you a clear picture as to what you are doing.

When you click on the *Help* menu item, a dialog box will appear with selections for using the help features of the system. Users can search for a specific topic of interest using the Index or review subject areas. Users may also review the version number of TaskTrakker.

1.5 Getting Started with TaskTrakker

The installation routine will automatically create ODBC connections, path adjustments, and a COMPASS folder with an icon for TaskTrakker.

From the Start menu on the Taskbar,...point to Programs...COMPASS..., then click on the TaskTrakker icon to directly access the TaskTrakker main screen.

1.6 Logging onto TaskTrakker

When you click on the TaskTrakker icon in the COMPASS folder, a logon window entitled ***TaskTrakker Login*** will appear. If you are using an Oracle database, enter your User ID and Password. Select “Oracle” from the selection list, and then click **OK**. This setting should also be used for Adaptive Server. Your selection will be recalled by the system when you run TaskTrakker the next time.

1.7 Technical Support of TaskTrakker

Technical Support of the system is provided by PDC Corp. Please be aware that support technicians will be handling many users, so you can help them by doing the following:

- Careful reading of printed and on-line documentation of the System. Please carefully read this documentation to be sure that your question or problem has not been addressed.
- Make sure that the Data Sources section in your control panel is configured properly to run the TaskTrakker database, which is called ACM.db. If you are not using Oracle, then the drivers for ODBC will also need to be loaded for proper program operation.
- If you are running on a Network, check with your system administrator to make sure your workstation is configured correctly to run the program and connect to the database. Also, check that you have the rights to modify a file in the drive and directory where TaskTrakker is loaded (namely, the database file ACM.db).
- If your issue is not addressed in the documentation and you are satisfied that your system is configured properly, then feel free to call PDC Corp. Please have information about your system, including Windows version and type of network.



Chapter 2: OVERVIEW

2.1 TaskTrakker Overview

TaskTrakker automates the collection, processing, storage, and retrieval of information that is used for compliance. Although all companies must comply with the environmental rules and regulations that they are subject to, plants that are subject to a Title V permit must annually certify compliance with all Federally applicable requirements. This application must be certified by a senior officer of the company. The officer indicates that the company is in compliance with, or has implemented a plan to comply with, all Federally applicable operating requirements and regulations.

2.2 Title V Operating Permits (TVOPs)

Title V Operating Permit compliance requires a great deal of documentation. With TaskTrakker, this documentation is reduced to electronic format for better storage, analysis, and reporting abilities. This enables you to have an ongoing information system that can be utilized for many purposes but primarily for regulatory compliance.

2.3 About Databases

A database is a collection of related information. This information is stored in several tables of various sizes and types, and are related together by the database engine built into the software. TaskTrakker collects information regarding plant and source data, and provides you the ability to build relationships among that data. Since TaskTrakker runs under the Microsoft Windows Operating environment, you have graphical tools to manipulate data and processes.

A database table is composed of 2 general elements: a field and a record. A field is one piece of information that describes something in the database. For example, a personnel database would include information on employee's names, addresses, hire date, salary, etc. Each of these pieces of information would be a field in the database. A record would be the entire entry for each employee. If there were 100 total employees, then there would be 100 records. The database, therefore, would be a collection of all related tables, forms, reports, and procedures resident in the program, user application, or system.

2.4 Data Entry Procedures

When a dialog data entry form is opened, the data entry procedures for virtually all windows are the same. Once in the data entry ***Detail*** window, the initial field you may modify, or edit, is highlighted. If you are adding a record to the database, then this is usually the very first field in the form, and it is blank. If a user is modifying a record, then the key field is often not editable and is therefore not highlighted. In that case, the cursor (or highlight) is located on the initial field you can edit.

Use the **Tab** key to move forward to the next field, or position the mouse on the field to be modified. From there, the **Tab** key takes you forward to the next field, and the <Shift> **Tab** key combination takes you backward. Clicking on a desired field with the mouse moves the cursor to that field as well. Whether you use the **Tab** key or position the mouse, it makes no difference in editing.

Key fields generally cannot be modified. In fields that cannot be modified in TaskTrakker, you will not be able to access these fields on the data entry dialog boxes. The **Tab** key will bypass fields that may not be modified. Positioning the mouse and clicking the left button on these fields will also do nothing. It is important for you to keep this in mind when inputting and modifying data.

2.5 TaskTrakker Reports

TaskTrakker includes several reports that can assist users to quality assure their compliance requirements and associated information in the system. The listing of these reports are on the *Analytical Reports*, *Reports* and *Management Reports* selection windows under *File*, *Requirements & Compliance* menu respectively, where you can select any or all reports to review or print.

2.6 Steps in Using TaskTrakker

Step 1: Create Your Operating Facility

TaskTrakker was probably installed on your PC with one or more sample databases, such as "PDC Chemical Plant". When you first run TaskTrakker, the program asks you to select an operating facility. After this selection is made, you can change the operating facility selection at any time by clicking on *File* and choosing *Operating Facility List* from the drop down menu. At some future time, you can delete these sample operating facilities and all related data. However, for purposes of testing and learning how to operate TaskTrakker, you may wish to keep them in your system for a period of time.

When you are ready to create an operating facility for your plant, click on the *Operating Facility* under *File* Menu (Figure 2.1) and then click on *Add*.

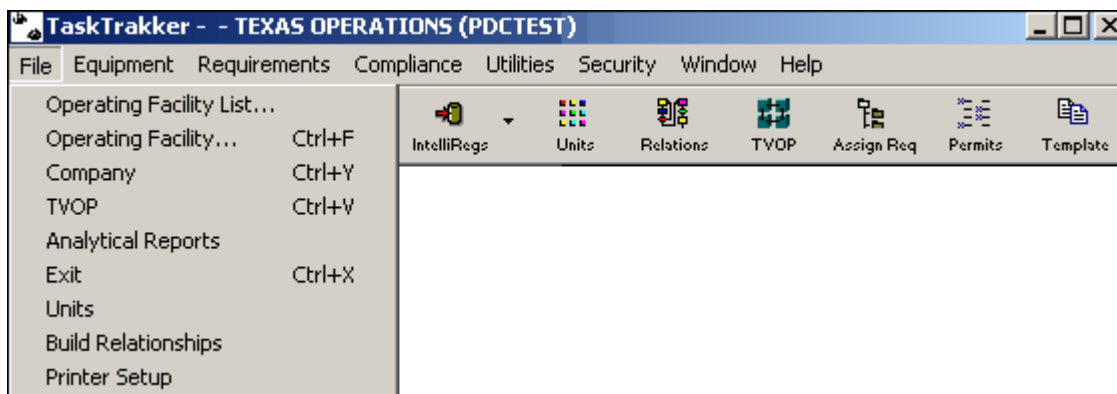


Figure 2.1

Then, input all required data, or import existing data using the data transfer utility. The latter approach will only work for users that have existing emission inventory data, especially in regard to equipment and equipment configurations, that is available to the program and in a file format that is expected by the program. You should call PDC Corp if you are unsure whether or not such data exists on your PC in the proper file format.

If emission inventory data is loaded on your computer in the required format, then you should import that data at the ACM screen, if the Globe icon appears in the COMPASS folder.

Step 2: Create Equipment Lists and Enter Data

Operating permit regulatory requirements apply to those pieces of equipment and activities in a plant that generate, control, or emit air pollutants. Thus, before identifying regulatory requirements that pertain to the new operating facility, it will be necessary to create equipment lists. There are three basic lists: *Sources*, (such as storage tanks, engines, etc.); *Emission Points* (such as stacks, vents, etc.); and *Control Devices* (e.g., scrubbers, condensers, etc.). In TaskTrakker, all three operate in a similar manner. The user clicks on the icon for the desired type of equipment, which is referred to in the program as the "Entity Type," by **Sources**, **Points**, and **Controls**, respectively. Icons shown in the secondary toolbar are available to list, to enter detailed information, and so forth. (See [Figure 2.2](#))



Figure 2.2

Sources and Emission Points have source and point types, respectively, which are identified by the user on the ***Entity Detail*** screens. The source and point type choices are "hard coded" in the program and cannot be modified by the user. These source and point types are utilized by the program to determine whether or not an entity should appear in agency reporting forms. If so, the ***Entity Detail*** screen will include all pertinent data requested by the agency in the lower portion of the screen.

Each data item consists of a value and a unit of measure. If the agency has mandated a certain unit of measure for a data item, it will appear as "grayed out" on the screen and cannot be edited. The program uses the following information to determine which data items to present to the user when specific entities are selected:

- a. The state and county in which the operating facility is located, which is entered by the user in the ***Operating Facility Detail*** screen.
- b. The source or point type for each entity, which is entered by the user in the ***Entity Detail*** screens.
- c. The agency that has been identified in the program as the regulatory agency for the state and county in which the operating facility is located.

- d. The agency forms, names, and the source and point types that have been identified in TaskTrakker for each form.
- e. The data items that have been identified in the program for each reporting form.

Step 3: Build Equipment Relationships

Operating permit regulatory requirements apply to both pieces of equipment and, in some cases, to groupings of equipment. Requirements may apply differently to the same piece of equipment depending on its relationship to other pieces of equipment, i.e., the equipment configuration. For these reasons, it is important to identify how each entity relates to other entities; for example: which stacks are connected to which engines and heaters, which tanks utilize a specific flare, etc.

The **Relations** icon provides all of the functionality required to build relationships. When selected, two different windows appear on the screen: one that contains existing relationships on the left, and a dynamic window on the right for Sources, Emission Points, and Control Devices. To create a relationship, the user clicks on the **Add** icon on the secondary toolbar. The new relationship record is highlighted and the *Unit* list appears in the right-side window by default. The user can drag and drop a Unit from the list on the right to insert it into the Unit field in the relationships. Additional selections may be made for Sources, Points, and Control Devices by highlighting the appropriate item in the relationship, which will automatically bring up the corresponding selection list in the right-side window. Relationships between one Source and multiple Points may be entered by using more than one relationship record. (See [Section 10.4](#) for further details.)

Step 4: Create Process Units and Assign Relationships

As previously stated, some regulatory requirements are applicable to a piece of equipment only when that entity is in a specific equipment configuration. For example, a regulation may apply to benzene storage vessels as well as all connected control devices. Thus, the applicability of the benzene regulation to a specific control device would depend on its relationship to storage tanks with benzene-containing materials. Even if the permitting agency is not requiring information about equipment configuration as a part of the application, it is helpful to companies to know that a regulation applies to a specific entity, and why. The program provides this dimension with regard to both operating scenarios and equipment configuration.

The program provides features to help users create equipment groupings, called Process Units, and assign regulatory requirements to the group and/or to members of the group separately. A Process Unit, or "Unit" in TaskTrakker, is merely a collection of equipment and/or activities that are subject to regulatory requirements. A Process Unit may or may not be an actual process unit in the plant. As users become more familiar with the program and how Process Units are handled, they may choose to subdivide a large process unit into two or more Process Units, or group several process units into a single Process Unit. Process Units are created by selecting the **Units** icon, and clicking on **Add** button.

Alternatively, a **Make Unit** icon is available under the **Sources** icon to copy an existing Source into the *Process Unit* list, which is named the same as the *Sources* entity. The Process Unit source type, which is optional, will be used by TaskTrakker as a default choice for accessing the master regulatory list, as further explained in the next step.

Step 5: Review and Edit the Master Regulatory Requirements List

TaskTrakker provides several approaches to editing the *Master Requirements List*. The menu at the top of the main screen includes an entry for *Requirements* which, when selected, enables users to access the *Master List* in its entirety or by *Source Type*. Double clicking on any item in the list brings up an **Edit** screen. Users can add new requirements by selecting the **Add** icon, or by editing an existing requirement. The *Requirement Value* and *Unit* in the Master List are used as defaults in the program; they can be overwritten when the requirement is applied to a specific entity. Alternatively, Master Requirements can also be added during the *Assign Requirements* procedure (**Step 6**) by selecting the **New Req** icon or by modifying key data in an existing requirement.

Step 6: Assign Requirements

The *Assign Requirements* procedure, which is accessed by clicking on the **Assign Req** icon, consists of three screens, as described below. This procedure is used to assign regulatory requirements to entities or to Process Units.

There are several hundred regulatory requirements in the program Master Requirements List. It would be very inconvenient for users to look through the entire Master Requirements List each time the user needs to assign a regulatory requirement to an Entity. To make the program more convenient to use, the regulatory requirements are sorted based on Source type. When users click on the **Assign Req** icon, they first select the Process Unit to which requirements will be assigned. The default choice Source type, if there is one for that Process Unit, is highlighted in blue on the window located in the middle of the screen. Source types for each *Source* assigned to the Process Unit are indicated using green recycle arrows on the next screen. Operating Scenarios can also be selected or, if necessary, added using the window at the bottom of the screen.

The next screen enables users to select which requirement will be applied to the selected Process Unit or to one or more Entities related to the Process Unit. Those requirements highlighted in turquoise have already been applied to the Process Unit; if the user clicks on any highlighted requirement, the windows at the bottom of the screen show which Entity(s) have been assigned to the selected requirements. Requirements are displayed with any associated Compliance Forms shown in yellow; a requirement with a Compliance Form will create entries in the Compliance Management Plan when it is assigned to an Entity.

The sort order and filter for the requirements list can be changed by clicking on the **Sort Filter** icon. New Process Units and Operating Scenarios can be selected by clicking on the **Sel Crit** icon. The Entity selection in the lower left corner of the screen provides the opportunity to assign the selected regulatory requirement to one or more Entities (holding down the **Control** button and clicking on two or more Entities increases the scope of the requirement assignment to include multiple Entities).

The last screen is a **Detail** screen showing the requirements and Entity(s) selected. *Monitoring*, *Recordkeeping*, *Reporting*, and *Testing* protocols can be selected pertinent to the regulatory requirement. Non-applicable requirements can be explained with a *Non-Applicable Reason*. Non-complying equipment can be further explained by selecting *Method for Achieving or Demonstrating Compliance*. This list only appears when a non-compliance status has been indicated by the user.

Step 7: Review and Edit the Master Regulatory Requirements List

The program provides a **Reqmts** icon for all **Entity Detail** screens as well as the **Process Unit Detail** window so that users can review requirements that have been previously assigned to the Entities and Process Units. These requirement lists will show for each Operating Scenario what the applicable requirements are for all Entities. The **Reqmts** icon selected at the Process Unit level shows this information for all related Entities, providing a "top down" view of Compliance Requirements.

The **Reqmts** icon that appears in the **Assign Requirements** entity selection screen has an additional feature: it allows users to select and edit previously applied requirements using buttons that appear at the bottom of the screen.

Step 8: Assigning Process Units to Title V Permits

Users can create one or more Title V permits (TVOPs) so that the program can correctly separate requirements in large plants into multiple TVOP applications. This is done by selecting the **TVOP** icon, choosing or creating a TVOP and clicking on the **With TVOP** and **Wtout TVOP** icons to list assigned and unassigned Process Units, respectively. Unassigned Process Units can be assigned to the selected TVOP with an appropriate icon selection.

Status in preparing TVOP applications and obtaining agency approvals can also be tracked in by clicking **Status** button.

Chapter 3: USER INTERFACE

3.1 About TaskTrakker User Interface

The user interface used throughout TaskTrakker program is consistent. A Windows menu and a configurable FrameBar are used throughout TaskTrakker. You may bring up any section of the program by using the menu system or the toolbar. "Shortcut keys" are in conjunction with the menu system. Shortcut keys are combinations of letters pressed simultaneously with either the <Ctrl> key or the <Alt> key to take you directly to a certain window. These key combinations work the same as in other Windows applications. When you bring up the most menus, the shortcut keystroke combination appears next to their respective menu action.

3.2 FrameBar and SheetBar Configuration

TaskTrakker FrameBar is a type of icon toolbar similar to those present in such Microsoft Windows applications as Microsoft Word, and Excel. Clicking on the FrameBar icons takes you directly to a module without having to invoke a menu. Using the FrameBar is generally the quickest way to navigate TaskTrakker.

TaskTrakker FrameBar can be configured in the following ways: whether or not the FrameBar is displayed; small or large display, with the large display including the command title; displayed at the top, bottom, or either side of the window; or floating display, inside of a window.

To configure TaskTrakker FrameBar, click the right mouse button when the mouse is present on one of TaskTrakker FrameBar's items. That will bring up a menu allowing you to pick the configuration of your choice. (See [Figure 3.1](#))

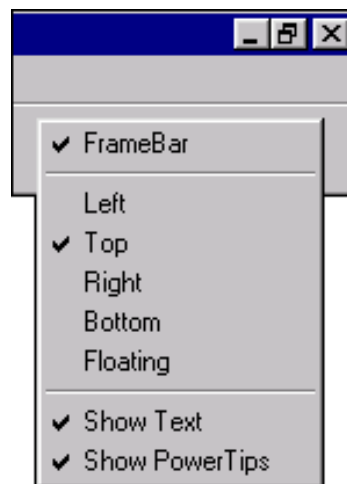


Figure 3.1

Please note that displaying the text along with the icons in the FrameBar does not affect in any way the potential location of the FrameBar on the window. FrameBar selection shortcut keys are used in conjunction with the <Ctrl> key. The letter to be used simultaneously with the <Ctrl> key is underlined when the *Show Text* selection is invoked on the FrameBar configuration.

TaskTrakker SheetBar is an extension of the FrameBar that appears on Windows in which you have already entered via a program function, such as **Operating Facility** or **Points**. The SheetBar also has icons and follows the same configuration that is assigned by you to the FrameBar. The SheetBar is used primarily for data update functions such as **Insert**, **Update**, **Clear**, as well as adding comments and closing the data entry/sub menu form windows. SheetBar selection shortcut keys are used in conjunction with the <Alt> key. The letter to be used simultaneously with the <Alt> key is underlined when the *Show Text* selection is invoked on the FrameBar configuration.

3.3 File Menu

As does virtually every Microsoft Windows application, TaskTrakker provides pull down menus at the top of the window. These menus are present throughout the program operation. When the window, **Operating Facility Selection**, is open and you have not selected a submenu or function, these menu descriptions apply. *File* menu functions are explained in this section; other menu functions are explained in subsequent sections.

The File menu has the following items. (See Figure 3.2) Please note that also listed is the letter, which when simultaneously pressed with the <Ctrl> key, that will invoke the option as well.

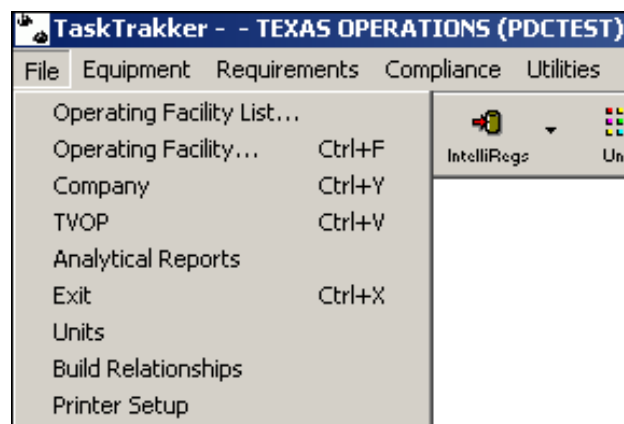


Figure 3.2

- *Operating Facility List*: This option takes you to the window that lists the available installed Operating Facilities in TaskTrakker.
- *Operating Facility*: This selection takes you directly to the **Operating Facility Maintenance** window. <Ctrl F>
- *Company*: This selection takes you directly to the **Company Detail** window. <Ctrl Y>
- *TVOP*: This selection takes you directly to the **TVOP Detail** window. <Ctrl V>
- *Analytical Reports*: This selection takes you to a **Report Selection** window where various database review reports may be printed.
- *Exit*: You should execute this function when they are ready to exit the program. <Ctrl X>

- *Units*: This option takes you to the available process units list. User can add, delete, edit process units in this option.
- *Build Relationships*: This selection takes you directly to the ***Build Relationships*** window.
- *Printer Setup*: This selection invokes the Microsoft Windows inherent printer selection function in the same fashion as other Microsoft Windows applications. The listed printers are the ones installed when Microsoft Windows was installed.

3.4 Equipment Menu

The Equipment menu allows the user to work with various types of equipment ("Entities"), such as Sources, Points, Control Devices, and Process Units. The *Equipment* menu has the following items. (See [Figure 3.3](#)) Please note that also listed is the letter, which when simultaneously pressed with the <Ctrl> key, will invoke the option as well.

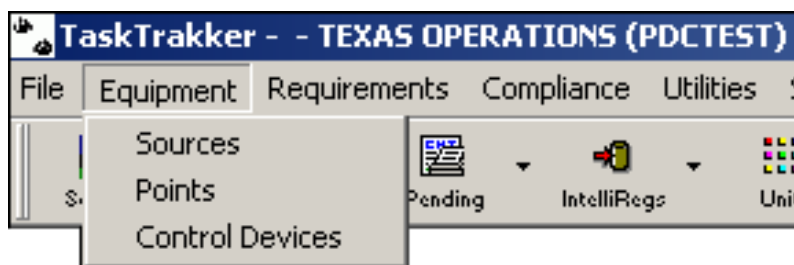


Figure 3.3

- *Point*: This selection takes you directly to the ***Emission Points Detail*** window.
<Ctrl P>
- *Source*: This selection takes you directly to the ***SourceDetail Information*** window.
<Ctrl U>
- *Control Device*: This selection takes you directly to the ***Control Devices Detail*** window.
<Ctrl C>

3.5 Requirements Menu

The Requirements menu will bring up the various windows of TaskTrakker relating to the creation and maintenance of Regulatory Requirements. The *Requirements* menu has the following items. (See [Figure 3.4](#)) Please note that also listed is the letter, which when simultaneously pressed with the <Ctrl> key, will invoke the option as well.

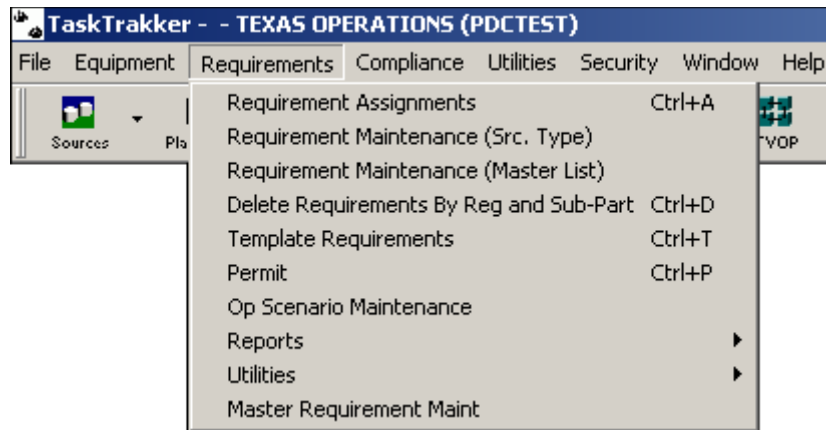


Figure 3.4

- *Requirement Assignments*: This selection brings up the ***Requirements: Retrieval Criteria*** selection window. <Ctrl A>
- *Requirement Maintenance (Src. Type)*: (Src. = Source) This selection brings up the ***Master Regulations Update*** window and enables requirement maintenance functions.
- *Requirement Maintenance (Master List)*: This selection brings up the ***Master Requirements Maintenance*** window for editing by the user (click on an item to edit in a data entry window).
- *Delete Requirements by Reg and Sub-Part*: This selection enables multiple citations to be deleted all at once by selecting the Regulation Name and Subpart. <Ctrl D>
- *Template Requirement*: This selection brings up the ***Template*** window. <Ctrl T>
- *Permit*: This selection provides user maintenance features pertinent to Standard Exemptions, Special Exemptions, and Permits. <Ctrl P>
- *Op Scenario Maintenance*: Brings up the ***Operating Scenario Maintenance*** window for adding or editing scenarios. <Ctrl O>
- *Reports*: This selection enables various reports such as Assignments by Entity, Assignments by Unit etc.
- *Utilities*: This selection allows Export By Reg/Subpart and Import/Export Applicable Rules. These functions enable maintenance of the library of the regulatory rules.
- *Master Requirement Maint* : This selection is used in some versions to provide updates to the Master Requirements List ("Regulatory Library"). In Texas, updates are handled without use of this function.

3.6 Compliance Menu

The Compliance menu brings up a FrameBar that allows you to open several functions that assist users to develop and oversee a Compliance Management Plan ("CMP"), including Compliance Forms, defining Tasks, grouping Tasks, and producing various management reports, as shown in Figure 3.5.

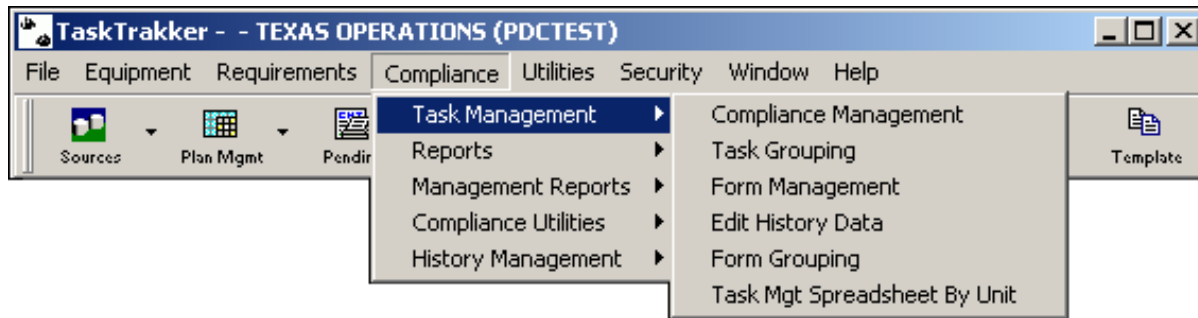


Figure 3.5

Task Management : Task Management menu performs several functions as below.

- **Compliance Management:** This selection shows the assigned compliance tasks for each Entity that appears in the Compliance Management Plan ("CMP"). Task attributes such as Frequency, Responsible Person, and Data Repository, may be changed by the user when this function is used.
- **Task Grouping:** This selection enables users to group compliance tasks for specific Entities. When tasks are identified in this function as "secondary tasks," the CMP is automatically updated to show that compliance history will not be saved for the secondary tasks, and compliance history will be saved for the primary task. One example of task grouping is a Unit Walk-through in a process plant, wherein many individual compliance tasks are often completed through a single event.
- **Form Management:** This selection allows the user to create or edit Compliance Forms. A Compliance Form is a relationship between a Requirement (e.g., permit provision, federal citation, etc.), and one or more compliance tasks. A rule can be associated with one and only one Compliance Form.
- **Edit History Data:** This selection brings up a secondary toolbar for reviewing and adding new compliance history, i.e., entries into the database showing that compliance tasks were completed and any information related to the task completion event.
- **Form Grouping:** This selection enables users to build "generic task groups" that may be used to create actual task groups in the Compliance Management Plan. Actual task groups will follow the pattern established in Form Groups if the Primary Task exists for an Entity and at least one of the Secondary Tasks in the Form Group also exists.

- **Task Mgt Spreadsheet By Unit:** This selection displays the compliance tasks for an Entity in a spreadsheet view, as opposed to a full-screen view for each task.

Reports : Reports menu performs several functions as below.

- **Pending:** This selection produces a report showing all compliance tasks that are pending for the Entities that are included within the scope of the report filter, which is defined by the user on the initial screen following selection of this icon. A "pending" task is a task that is expected to be done within the current time frame but is not necessarily overdue at the present time. An **Add History** icon is available on the secondary toolbar to enter compliance history tracking information. When compliance history is added for a task, the task will drop out of the list and reappear at a later time when it is "pending" again (e.g., the next day if the task frequency is "daily").
- **Exceptions:** This selection produces a report showing the compliance tasks that are overdue for the Entities that are included within the scope of the report filter, which is defined by the user on the initial screen following selection of this icon. Entities may be restricted based on *Frequency*, *Unit*, *Responsible Staff*, or *Entity*. An **Add History** icon is available on the secondary toolbar to enter compliance history tracking information.
- **History Report:** This selection produces a report showing the compliance history event data for the data range that is defined by the user on the initial screen following selection of this icon. The compliance history data may be modified by users.
- **Deviation:** This selection produces a report showing only the compliance history event data for which Status indicates a deviation condition for the data range defined by the user on the initial screen following selection of this icon.
- **Permitted Emissions:** This selection produces a report showing actual and permit-allowable air emissions providing that this data is available for the selected year and Account in the Emission Inventory module.
- **Task Summary Report:** This selection produces a report showing all compliance tasks for the Entities that are included within the scope of the report filter, which is defined by the user on the initial screen following selection of this icon. Entities may be restricted based on Frequency, Unit, Responsible Staff, or Entity. An Add History icon is available on the secondary toolbar to enter compliance history tracking information.
- **Time Required Report:** This selection produces a report showing the time required to maintain "compliance history" for tasks in the Compliance Management Plan, providing that the time required data has been entered in the Task Detail screen.

- **IntelliRegs Import QA Reports:** This selection produces a report showing quality assurance review findings pertaining to files imported from IntelliRegs, a program that some TaskTrakker users rely on to develop and maintain "generic" compliance tasks.

Management Reports: Management Reports menu performs several functions as below.

- **Mater Task List:** This selection produces a report showing a list if tasks that have been entered in the Compliance Management Plan.
- **Entity / Task / Limit Spreadsheet:** This selection produces a report showing selected attributes from tasks that have been entered in the Compliance Management Plan.
- **Environmental Management Chart:** This selection produces a chart that displays selected attributes from tasks that have been entered in the Compliance Management Plan.
- **Task Count By Frequency and Source Type:** This selection produces a report showing the number of tasks that fall into similar Frequency and Source Type categories.
- **Task Count By Source Type and Frequency:** This selection produces a report showing the number of tasks that fall into similar Source Type and Frequency categories.
- **Task Reduction By Grouping:** This selection produces a report showing the reduction in the number of tasks in the Compliance Management Plan for which "compliance history" would normally be entered, called "Primary Tasks," as a result of Task Grouping that has been done by the user.
- **Task Management Detail Report:** This selection produces a report showing detailed task attributes for tasks that have been entered in the Compliance Management Plan.
- **Task Management Summary Report:** This selection produces a report showing a summary of the Compliance Management Plan.
- **Compliance Rating Analysis Report:** This selection produces a report showing how the user's "compliance history" would be evaluated based on a rating system developed by the Texas Commission on Environmental Quality.
- **Equipment Level Tasks Changed Since Import:** This selection produces a report showing which tasks have been modified since compliance tasks were last imported from IntelliRegs, a program that some TaskTrakker users rely on to develop and maintain "generic" compliance tasks.
- **Assigned Citations and Related Tasks:** This selection produces a report showing the assigned regulatory citations for an Account along with the compliance tasks that have been entered in the Compliance Management Plan.

- **Task Grouping Report:** This selection produces a report showing "Primary Tasks" and the related "Secondary Tasks" in each Task Group, for each Entity.

Compliance Utilities: Compliance Utilities performs several functions as below.

- **Import IntelliRegs Data:**

Import Rules: This selection enables the import of requirements and applicable rules from the IntelliRegs, a program distributed by PDC Corp, in which applicability determinations are made to Entities automatically based on equipment characteristics, such as construction date. When this function is run, it automatically checks the integrity of existing applicable rules in the database to ensure that all Entities, including Units, are valid, and it produces a report showing any invalid items.

Import Tasks: This selection enables the import of compliance forms and tasks that have been defined in IntelliRegs, a program distributed by PDC Corp, in which generic compliance tasks can be defined for each rule that is potentially applicable to equipment at the user's plant. IntelliRegs enables the user to "cut and paste" from the full text of the Federal and State rules as well as Permit provisions, to define tasks and attributes such as Frequency, Method, and Training requirements for responsible staff.

- **Automatic Task Generation:** This function automatically associates the user's applicable rules with all tasks that have been defined for Compliance Forms and assigns them to Entities in the user's plant. Users may choose either to replace tasks for Entities with the current task definitions, or update only. This function is usually performed after the import of compliance task information from IntelliRegs.
- **Import History:** This function automatically associates the user's applicable rules with all tasks that have been defined for Compliance Forms and assigns them to Entities in the user's plant. Users may choose either to replace tasks for Entities with the current task definitions, or update only. This function is usually performed after the import of compliance task information from IntelliRegs.
- **Move Equipment:** This function enables users to relocate Equipment from one Unit to another Unit.
- **Assign Equipment To Facility Area:** This function enables users to reassign the compliance tasks Equipment from one Business Unit to another Business Unit.
- **Set Default Department :** This function can be used to update the description of tasks when applicable rule text changes. This can be facility wide, for all of an Entity type, or specific pieces of equipment.
- **Delete Compliance Tasks and Reg Assignments For Account :** This utility enables deletion of compliance tasks and assignments of regulations.

History Management: History Management performs function as below.

- **Edit History:** This selection enables users to revise previously-entered compliance history records.

3.7 Utilities Menu

Utilities menu will bring up several functions that are intended to be used under special circumstances, as shown in [Figure 3.6](#).



Figure 3.6

- *Entity Type Selection:* This function enables users to "customize" their list of Source and Point Types to more closely conform to the actual types at their site. For example, if a user has no Storage Tanks, the "Tank" Source Type can be hidden from all drop-down lists that appear in the program. **Note:** will not affect any other COMPASS modules.
- *SCC Selection:* This function enables users to "customize" their list of Source Classification Codes (SCCs) to more closely conform to the actual SCCs for equipment at their site.
Note: will not affect any other COMPASS modules.
- *Associate Permits with Entities:* This selection automatically associates Entities with applicable New Source Review permits based on the permitted emissions that have been entered in COMPASS-EI ("WinCeis") module.
- *Force DB Upgrade:* This selection should only be used as directed by a PDC technician.

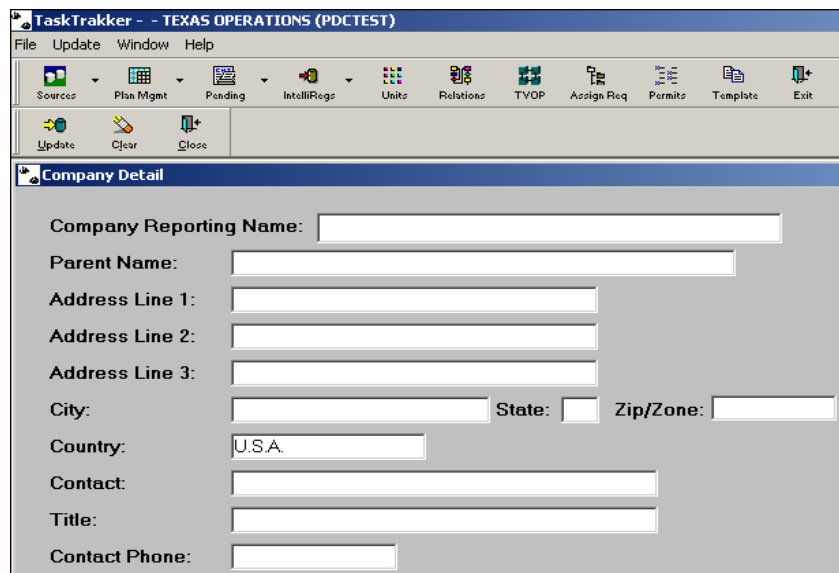
Chapter 4: COMPANY

4.1 About the Company

The Company is defined as the Corporate entity that owns or operates the plant. There can be no more than one company listed in TaskTrakker.

4.2 Editing the Company Record

To enter or edit the data in the Company record, select *Company* from the *File* menu, or press the key combination <Ctrl Y>. That will bring up the *Company* detail window. (See [Figure 4.1](#))



The screenshot shows the TaskTrakker application window titled "TaskTrakker - TEXAS OPERATIONS (PDCTEST)". The menu bar includes File, Update, Window, and Help. The toolbar contains icons for Sources, Plan Mgmt, Pending, IntelliRegs, Units, Relations, TVOP, Assign Req, Permits, Template, and Exit. Below the toolbar are buttons for Update, Clear, and Close. The main area is titled "Company Detail" and contains the following fields:

- Company Reporting Name: [Text Field]
- Parent Name: [Text Field]
- Address Line 1: [Text Field]
- Address Line 2: [Text Field]
- Address Line 3: [Text Field]
- City: [Text Field] State: [Text Field] Zip/Zone: [Text Field]
- Country: [Text Field] (U.S.A. is entered)
- Contact: [Text Field]
- Title: [Text Field]
- Contact Phone: [Text Field]

Figure 4.1

All fields in this data entry screen may be edited regardless of whether data is resident, that is, if the Company record has previously been added and needs changing. If data is resident in the database, then the first field listed, Company Reporting Name, will be highlighted. Otherwise, all fields will be blank. If only selected fields need to be edited, then the user should single click on any part of the data element of that field which will highlight the entire entry. Any further editing will overwrite that entry with new data. Using the **Tab** key will sequentially move to the next field and will highlight the current entry if data is present. After you have edited the record to your satisfaction, click on the **Update** SheetBar icon. That will update the record and record the changes in the database. If this function is not performed, changes made will not be written to the database.

If you wish to make a complete change to the data that is present, click on the **Clear** SheetBar icon, which will remove all data from view, and move the cursor location to the *Company Reporting Name* field. You can then enter the data using either the left click of the mouse or the **Tab** key

to move among the fields. Again, when you have finished entering the data, click on the **Update** SheetBar icon. The information will be updated in the database.

Please note that clicking on the **Update** SheetBar icon will update all current information listed in the fields to the database. Please make sure the information is correct before clicking on the **Update** SheetBar icon. If the information is incorrect, the user should correct needed items, and then click on the **Update** SheetBar icon.

To Exit the **Company** detail screen, click on the **Close** SheetBar icon. Be sure that you have updated the record if needed changes were made.

4.3 Field Descriptions

Company

Reporting Name: Name of the direct Corporate entity to which the Operating Facility(s) belongs.

Parent Name: Name of Corporate entity (if any) which holds the majority of the Corporate stock in the Company.

Address Line 1: The physical description of the location of the company to which parcel deliveries can possibly be made. Please do not enter P. O. Boxes in this field.

Address Line 2: Additional descriptions, logical or physical, of the location of the company. It can include P. O. Box, Suite Numbers, Building Numbers, etc.

Address Line 3: Any further information, including physical directions, cross streets, etc., as to the location of the company.

City: Incorporated or unincorporated municipality in which the Operating Facility(s) resides. If Operating Facilities are outside physical limits of a municipality, the user should enter the nearest municipality.

State: The 2 letter abbreviated state code that the Operating Facility resides in.

Zip/Zone: The 5 digit postal code, followed by the 4 digit extension, if applicable.

County: The physical county or parish the Operating Facility(s) resides in. If the Operating Facility(s) spans multiple counties, list the county in which the municipality entered in the City field resides.

Contact: Employee of the Company responsible for overall operation of the Operating Facility(s). The person listed in this field will be the responsible party listed on the Title V Permit applications.

Title: Employment description or explanation of person listed in Contact field

Contact Phone: Area code and local number of person listed in Contact field.

Chapter 5: OPERATING FACILITY

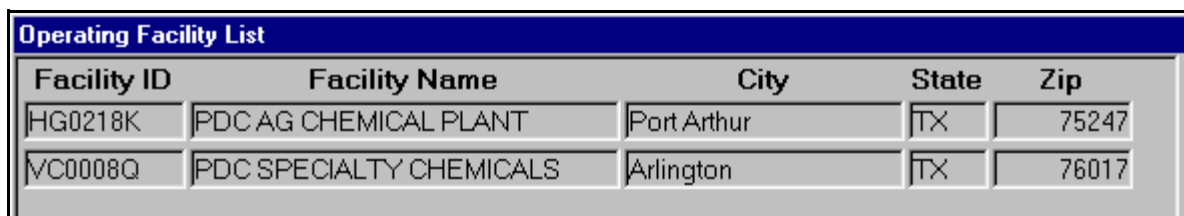
5.1 About Operating Facilities

The Operating Facility is the second tier in the TaskTrakker module hierarchy right below the Company. An Operating Facility is bound to a single company but can potentially hold multiple Title V Operating Permits, Process Units, Points, Control Devices, and Emission Units. An Operating Facility is a logically contiguous plant site or a section of a plant site. While a single plant site may hold multiple Operating Facilities, a single Operating Facility must be contained within one plant site.

Once an Operating Facility is defined in the TaskTrakker module, it becomes the highest level of reporting. TVOPs, Process Units, Emission Units, Points, and other entities are contained within but may not span across multiple Operating Facilities. The Master Requirement List and standard tables for Monitoring, Record Keeping, Reporting, Operating Scenarios, and Equipment Standards do span across Operating Facilities.

5.2 Selecting an Operating Facility

Upon entering the TaskTrakker module after signing on, a window entitled ***Operating Facility List*** allows you to select the desired Operating Facility. There will be no interaction with the system unless an Operating Facility is chosen at that time. To choose an Operating Facility, you should click on the desired entry, which will then be highlighted. (See [Figure 5.1](#)) Once the Operating Facility is highlighted, it will remain resident throughout the program operation, provided you do not select another Operating Facility from the list under the *File* menu.



Facility ID	Facility Name	City	State	Zip
HG0218K	PDC AG CHEMICAL PLANT	Port Arthur	TX	75247
VC0008Q	PDC SPECIALTY CHEMICALS	Arlington	TX	76017

Figure 5.1

If only one Operating Facility is resident in the TaskTrakker module, then it will automatically load when you enter the TaskTrakker module. This will allow you further interaction with the TaskTrakker module and there will be no highlighted Operating Facility—only the title of the resident Operating Facility at the top of the main window. Please note that the ***Operating Facility List*** selection window will be displayed only when you enter the TaskTrakker module or you may access it by going to the *Operating Facility List* under the *File* menu.

5.3 Adding a New Operating Facility

Before beginning any editing activity relating to the Operating Facility, you must be within a defined Facility. Click on the file menu and go to ***Operating Facility Maintenance*** detail window. To insert a new Operating Facility, click on the **Add** SheetBar icon. This will bring up a **State** selection window. After selecting a state, a blank data entry box will be displayed. (See [Figure 5.2](#))

The screenshot shows a software window titled "TaskTrakker - - TEXAS OPERATIONS (PDCTEST)". The window has a menu bar with "File", "Update", "Window", and "Help". Below the menu bar is a toolbar with icons for "Sources", "Plan Mgmt", "Pending", "IntelliRegs", "Units", "Relations", "TVOP", "Assign Req", "Permits", and "Template". Below the toolbar is another set of icons for "Add", "Delete", "Update", "Forms", and "Close". The main area of the window is titled "Operating Facility Maintenance" and contains a form with the following fields:

- Oper Facility ID:
- Name:
- Company Name:
- Plant Site Name:
- Agency ID No.:
- Plant Address Line 1:
- Address Line 2:
- City:
- County:
- State: Zip:
- Is This Plant In a Non-Attainment Area?: ☐
- Has This Plant Received EMS Certification?: ☐
- Telephone:

Figure 5.2

You may use the **Tab** key or click the mouse on a particular field to move to the following fields. It is important that you enter information in all fields. Otherwise, an error may result.

5.4 Modifying an Operating Facility

To access the data entry form to modify an Operating Facility, go to the window entitled ***Operating Facility Maintenance*** with the *Company Name:* field entry highlighted, and information about the currently selected Operating Facility. This field may be modified along with all of the other fields in this box with the exception of the *Name* or *Oper Facility ID:* field. You are not able to access these fields, either by the **Tab** key or mouse click.

You may modify necessary fields by using either the **Tab** key to move sequentially forward (or **Shift+Tab** to move backward) in the data entry form or by going directly to the desired field and positioning the mouse over the field entry and clicking. After needed modifying is done, you must click on the **Update** SheetBar icon to record the changes. If you exit out of this window without updating the database, the changes will not take place. If you wish to exit out of this window without recording any changes, you may click on the **Close** SheetBar icon at any time. This will take you back to the main window.

5.5 Field Descriptions

Oper

Facility I.D.: Key field in Operating Facility database. Uniquely identifies Operating Facility record.

Name: Name used to identify the Operating Facility.

Plant Site Name: Common name referring to the site location.

Non-Attainment

Area: Yes or No. Select Yes if the plant is located in non-attainment area or Not if it is not.

EMS Certified: Yes or No. Select Yes if the plant is certified by Environmental Management Systems Program.

Agency ID No.: State agency assigned identification number.

Plant Address

Line 1: The physical description of the location of the company to which parcel deliveries can possibly be made. Please do not enter P. O. Boxes in this field.

Address Line 2: Additional descriptions, logical or physical, of the location of the company. Can include P. O. Boxes, Suite Numbers, Building Numbers, etc.

City: Incorporated or unincorporated municipality in which the Operating Facility resides. If Operating Facility is outside physical limits of a municipality, you should enter the nearest municipality.

State: The 2 letter abbreviated state code in which the Operating Facility resides.

Zip: The 5 digit postal code followed by the 4 digit extension, if applicable.

County: The physical county or parish in which the Operating Facility resides. If the Operating Facility spans multiple counties, list the county in which the municipality entered in the City field resides.

Plant Telephone: Area code and local number of main Plant site.

Business Type: State type of business that is conducted at Operating Facility (e.g., Gas Processing, Refinery, etc.)

UTM Zone: Universal Transverse Mercator Zone Number.

UTM E. Meter: Primary plant bench mark east coordinate.

UTM N. Meter: Primary plant bench mark north coordinate.

<i>Plant Latitude:</i>	Degrees north Latitude measurement.
<i>Plant Longitude:</i>	Degrees west Longitude measurement.
<i>SIC Code 1:</i>	Primary Standard Industry Classification Code for Operating Facility.
<i>SIC Code 2:</i>	Secondary Standard Industry Classification Code for Operating Facility, if applicable.
<i>Operating Days Per Week:</i>	Represents number of days entire site operated during each week for the year covered for the compliance.
<i>Operating Hours Per Day:</i>	Represents the number of hours entire site operated everyday for the year covered for the compliance.
<i>Operating Weeks per Year:</i>	Represents the number of weeks entire site operated during the calendar year for the year covered for the compliance.
<i>Summer Operating Percent:</i>	Represents the actual percentage of the operation that occurred in the combined months of June, July and August.
<i>Fall Operating Percent:</i>	Represents the actual percentage of the operation that occurred in the combined months of September, October and November.
<i>Spring Operating Percent:</i>	Represents the actual percentage of the operation that occurred in the combined months of March, April and May.
<i>Winter Operating Percent:</i>	Represents the actual percentage of the operation that occurred in the combined months of December, January and February.
<i>Summer Operating Percent:</i>	Represents the actual percentage of the operation that occurred in the combined months of June, July and August.
<u>Plant Contact Info</u>	

<i>Name:</i>	Name of employee responsible for Title V Permitting and Reporting for this particular Operating Facility.
<i>Title:</i>	Description of duties of Person listed in Facility Rep Name field.
<i>Phone:</i>	Direct area code and business telephone number of person listed in Facility Rep Name field.
<i>Fax:</i>	Direct area code and telephone number of fax machine of person listed in Facility Rep Name field.

Chapter 6: EMISSION POINTS

6.1 About Emission Points

To select a Point to work with, be sure that you have selected an Operating Facility. If no Operating Facility has been selected, you will not be able to move anywhere else into the TaskTrakker module.

To select a point, click on the **POINT** icon or go to *Equipment* menu and select *Points*. This will bring up the **Emission Points Detail** window. (See [Figure 6.1](#)) Contained in this window is a current listing of Emission Points, if any have been entered. If no Points have been previously entered into the TaskTrakker module for the selected Operating Facility, a message in the middle of the **Emission Points Detail** window will say, “*There Are No Points Assigned to this Facility!*” You will need to enter an Emission Point to continue. If Emission Points are resident in the system, a list of current Points assigned to the selected Operating Facility will be seen below the **Select Emission Point from List** subtitle bar.

The screenshot shows the 'Emission Points Detail' window. At the top is a toolbar with icons for Print List, Add, Delete, Update, Comment, List, Permits, Regmts, Save As, and Close. Below the toolbar is a search bar labeled 'Search Point ID:'. Underneath is a subtitle bar that reads 'Select Emission Point from List'. The main area contains a table with three columns: 'Point ID:', 'Point Description:', and a third column with buttons labeled 'FUGITIVE'. The table lists eight points, all with 'Fugitive' descriptions.

Point ID:	Point Description:	
130-UNIT	Fugitive 130-UNIT	FUGITIVE
138-UNIT	Fugitive 138-UNIT	FUGITIVE
430-UNIT	Fugitive 430-UNIT	FUGITIVE
431-UNIT	Fugitive 431-UNIT	FUGITIVE
432-UNIT	Fugitive 432-UNIT	FUGITIVE
433-UNIT	Fugitive 433-UNIT	FUGITIVE
434-UNIT	Fugitive 434-UNIT	FUGITIVE
435-UNIT	Fugitive 435-UNIT	FUGITIVE

Figure 6.1

6.2 Adding an Emission Point

To add an Emission Point, click on the **Add** SheetBar icon. This will bring up a blank **Emission Points Detail** window. When this window is invoked, the cursor will be located at the top field, *Point ID*. (See [Figure 6.2](#)) You may begin entering the pertinent data into each field by using the **Tab** key to move forward (or **Shift+Tab** to move backward) or by clicking the mouse on the appropriate field. When the data has been entered, you must click on the **Update** SheetBar icon to store the data in the database. If you exit out of this window without updating the database, the changes will not take place.

The screenshot shows the 'Emission Points Detail' window. At the top is a toolbar with icons for 'Print List', 'Add', 'Delete', 'Update', 'Comment', 'List', 'Permits', 'Reqmts', 'Save As', 'Close', and 'Unit List'. Below the toolbar, the window has a title bar 'Emission Points Detail'. The main content area includes the following fields and controls:

- Point ID:** A text input field.
- Shutdown:** Radio buttons for 'Yes' and 'No' (with 'No' selected).
- Point Type:** A dropdown menu.
- Description:** A text input field.
- Facility Designation:** A text input field.
- Stack Ht.:** A text input field.
- Effluent Flow Rate:** A text input field.
- Discharge VOC's:** Radio buttons for 'Yes' and 'No' (with 'No' selected).
- Utm Zone:** A text input field with the value '0'.
- North Meter:** A text input field with the value '0'.
- East Meter:** A text input field with the value '0'.
- Comment:** A large text area at the bottom, with the label 'Comment' in a blue box.

Figure 6.2

Further points can be added by clicking on the **Add** SheetBar icon and repeating this process. When you are finished adding Emission Points and you have updated the last added Point, click on the **List** SheetBar icon to “back out” one level to the Points list with the subtitle, *Select Emission Point from List*. To exit completely out of the **Emission Points Detail** window, click on the **Close** SheetBar icon.

6.3 Modifying an Emission Point

To modify an Emission Point from the **Emission Point Detail** window, click on the Emission Point you wish to modify using the scroll bars or the search feature to locate that Point, if desired. That will bring up the detail window with the resident data record regarding that particular Emission Point. (See [Figure 6.3](#)) The cursor will highlight the entry in the **Point Type** field, which may be modified. You should note that since the entire field entry is highlighted, any modifying will completely delete the current data. To make only character changes in the data, click again in the field to remove the highlighting, then use the arrow keys to move to the character that needs to be modified. This action holds true for all fields in this entry form.

You may use the **Tab** key (or **Shift+Tab** for backward) or mouse clicks on the needed field to move to the field requiring changes in this record. When you have finished with modifying, click on the **Update** SheetBar icon, which will update the record in the database. Failure to update this record will mean that changes will not be recorded to the database. To exit out of the data entry form, click on the **List** SheetBar icon to return to the Emission Point list or the **Close** SheetBar icon to return to the main program window.

The screenshot shows the 'Emission Points Detail' window. At the top is a toolbar with icons for Print List, Add, Delete, Update, Comment, List, Permits, Reqmts, Save As, Close, and Unit List. The form fields are as follows:

- Point ID:** 11(SAB)
- Shutdown:** ☐ Yes ☒ No
- Point Type:** STACK (dropdown menu)
- Description:** PAR/PROD/LAN COL HTR
- Facility Designation:** (empty text box)
- Stack Ht.:** 87
- Effluent Flow Rate:** 13
- Discharge VOC's:** ☐ Yes ☒ No
- Utm Zone:** 5
- North Meter:** 3,237,537
- East Meter:** 284,964
- Comment:** Test

Figure 6.3

6.4 Forms Data

In addition to the general Points information fields shown at the top of the *Detail* screen, there may be one or more specific "Form questions" shown in the lower portion of the screen. (See [Figure 6.3](#)) The questions that appear in this section are conditional on the Point Type (e.g., flare, stack, or fugitive) and the location of the site with respect to the regulatory agency responsible for the particular state, region, county, or city. If the Point that you selected has a Point Type for which a Points Form has been designated by the regulatory agency responsible for your site's location, then that Form and its questions will be displayed as shown in [Figure 6.3](#). If more than one Points Form has been designated by the regulatory agency responsible for your site's location, then a drop-down list will appear for the user to select which form to display.

6.5 Emission Points Requirement List

The full list of requirements assigned to the Emission Points are shown by clicking on the **Reqmts** SheetBar icon from within the *Emission Point Detail* window. If the list is not fully visible on the form, a vertical scroll bar is positioned to the right where you may scroll through the entire list. (See [Figure 6.4](#))

Requirements Assigned to Point OL225B1A

Filter By: Reg: ALL Subpart: ALL

Assigned Requirements

Src Type	Reqmnt Description	Reg Name Subpart	Citation Applicability	Req'd Value	Actual Value	Unit of Measure	Type of Rule
MISCELLANEOUS DEVICES	111.111(a)(1)(F)	Regulation I	111.111(a)(1)(F)				Monitoring
MISCELLANEOUS DEVICES	111.111(a)(1)(F)(i)	Regulation I	111.111(a)(1)(F)(i)				Monitoring
MISCELLANEOUS DEVICES	111.111(a)(1)(F)(ii)	Regulation I	111.111(a)(1)(F)(ii)				Monitoring
MISCELLANEOUS DEVICES	111.111(a)(1)(F)(iii)	Regulation I	111.111(a)(1)(F)(iii)				Monitoring
MISCELLANEOUS DEVICES	111.111(a)(1)(F)(iv)	Regulation I	111.111(a)(1)(F)(iv)				Monitoring
MISCELLANEOUS DEVICES	111.111(a)(1)(F)(v)	Regulation I	111.111(a)(1)(F)(v)				Monitoring

View Detail

Figure 6.4

The list of Requirements will be complete when you enter a Required Value and an Actual Value in the fields with these names. The other fields cannot be edited. To enter these values, position the mouse on the *Required Value* field of the desired Requirement, and enter the appropriate data. Either use the **Tab** key to move to the *Actual Value* field or click the mouse on that field. After entering the appropriate data, click on the **Update** SheetBar icon, which will update the record. Failure to click on the **Update** SheetBar icon will result in the data you entered not being updated. While the Requirement will still be listed, the values in the *Required Value* and *Actual Value* fields will not be updated in the database.

To modify previously entered values in the *Required Value* and *Actual Value* fields, follow the same directions as above, except you will be overwriting existing values. Click on the **Update** SheetBar icon, which will update the record in the database.

You have the ability in this window to delete Requirements from being attached to the Emission Point. Click the mouse on the Requirement you wish to delete from the list, and click on the **Delete** SheetBar icon. This will remove this Requirement from the Emission Point, although this Requirement may be attached to another entity. Deleting the Requirement here will not affect the status of the Requirement relating to other entities.

6.6 Adding a Comment to an Emission Point

A Comment, or memo, may be added to a new or current Emission Point. A comment would be a description of pertinent data that does not belong in a field listed on the data entry form or certain information that would explain a particular entry in a field that is listed.

To add a comment record on a new Emission Point, click on the **COMMENT** SheetBar icon during data entry on the new Point record. This will open a free form text box in which you may enter any data necessary. This text box has the word wrap feature built in, so you only need to press the **Enter** key when you wish to begin a new paragraph or line. When you are finished

entering the comment record, click on the **OK** button to save the data entered. Clicking on the **Cancel** button will exit out of the *Comment* window without saving the record and take you back to the *Emission Point Detail* window. Clicking on the **Delete** button will delete the comment. Clicking on the **Clear Text** button will delete any text entered, but remain in the *Comment* window.

To add or modify a comment on an existing Emission Point, click on the desired Point in the *Emission Point Detail* window. Then, click on the **COMMENT** SheetBar icon on the data entry form. You may use the **Clear Text** button to clear or delete the previous entry, or you may add information to what is resident. The cursor will be located at the top of the comment, so you have the choice of whether to add new information at the top of the editable portion (something like a diary entry), or go to the bottom of the information and append the data there. Follow the directions listed in the previous paragraph for saving and exiting out of the *Comment* window.

Selection of text with the mouse for modification and/or deletion purposes works the same as with any Microsoft Windows text editor or word processor. Highlight the text using the mouse or hold down the <Ctrl> and <Shift> keys simultaneously and use any of the “location” keys (arrow keys, Page Down, Page Up). Once the text is highlighted, you may overwrite that text by entering the new text, or you may delete the entire portion of highlighted text. Please note that there is no drag and drop, or cut and paste features within the *Comment* window.

6.7 Field Listing

Point ID: Key field in Point database. Uniquely identifies the Emission Points record.

Description: Name or description of the Emission Point for this record.

Facility Designation: This is optional field on this screen.

Stack Height : Height of the emission point

Effluent Flow Rate : Effluent flow rate off of the emission point.

Discharge VOC's : Tells user whether the emission point discharges VOC's or not?

UTM Zone: Universal Transverse Mercator Zone Number.

East Meter: Primary plant bench mark east coordinate.

North Meter: Primary plant bench mark north coordinate.

Point Type: Pull down list of various types of emission points. Click on the appropriate type.

Shutdown: Enter Y or N (Yes or No) to determine whether Point has been indicated as shutdown to the agency. A Yes means the Point is shutdown.

6.8 NY–Emissions Point Information



Emission Points are locations in the plant where emissions are vented to the atmosphere. They differ from Sources and include stacks, vents, and fugitive, or uncontrolled, points from which emissions are released. Points may be active or passive in nature.

The detailed information about Points in New York includes the items that appear on the *Detail* screen shown in [Figure 6.5](#).

Emission Points Detail	
Point ID: 13001	Point Type: STACK ☐ Shutdown
Description: Treated Filler LIW Feeder	
North Meter: 0	Utm Zone: 0
Building: 13	East Meter: 0
Ground Elevation: 45	Flowrate: 19.2
Height: 26	Velocity: 3.6
Roof Height: 20	Exit Temp: 68
Shape: ☒ Round ☐ Rectangular	Diameter: 2
	Length:
	Width:

Figure 6.5

Chapter 7: SOURCES

7.1 About Sources

Sources are the equipment and activities that generate emissions. To begin working with the Sources, be sure that an Operating Facility has been selected. If no Operating Facility has been selected, you will not be able to move anywhere else in the TaskTrakker module. Once the Operating Facility has been selected, you may select a Source by clicking on the **SOURCES** icon. (See Figure 7.1) This will bring up the **Source Detail Information** window. If no Sources have been previously entered into the TaskTrakker module for the selected Operating Facility, then a message in the middle of the **Source Detail Information** window will say, “*There Are No Sources Defined For This Facility!*” You will need to add a Source to continue. If Sources are resident in the TaskTrakker module, then a listing of current equipment for the selected Operating Facility will be seen below the **Select Source from List** subtitle bar.

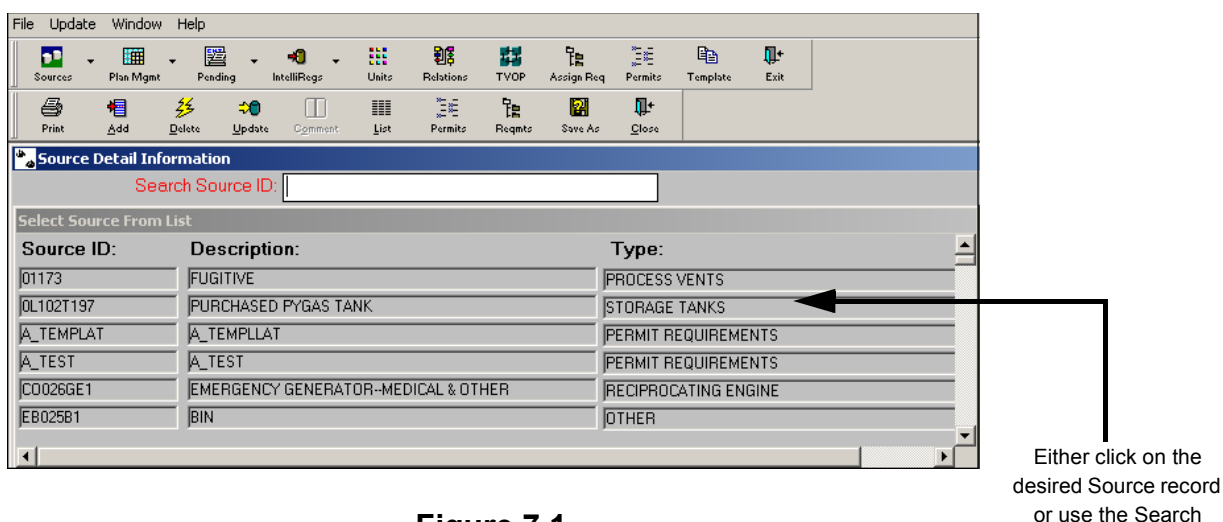


Figure 7.1

7.2 Adding a Source

To add a Source, click on the **Add** SheetBar icon. (See Figure 7.2) This will bring up the **Source Detail Information** window. When this window is invoked, the cursor will be located at the top field, *Source or Batch ID:*. You may begin entering the pertinent data into each field by using the **Tab** key to move forward (or **Shift+Tab** for backward), or by clicking the mouse on the appropriate field. When the data has been entered, you must click on the **Update** SheetBar icon to store the data into the database. Further points can be added by clicking on the **Add** SheetBar icon and repeating this process. When you are finished adding Sources, click on the **List** SheetBar icon to “back out” 1 level to the window with the subtitle, **Select Source from List**. To exit completely out of the **Source Detail Information** window, click on the **Close** SheetBar icon.

The screenshot shows the 'Source Detail Information' window with the following fields and controls:

- Source or Batch ID:** An empty text input field.
- Shutdown:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Source Type:** A dropdown menu.
- Description:** An empty text input field.
- Common ID:** An empty text input field.
- Location:** An empty text input field.
- SCC Code:** An empty text input field followed by a '>>' button.
- SCC Desc:** Two empty text input fields.
- SCC Units:** Two empty text input fields.
- Comment:** A large empty text area.

The window has a toolbar at the top with icons for Print, Add, Delete, Update, Comment, List, Make Unit, Permits, Reqs, Save As, Close, and Unit List.

Figure 7.2

7.3 Modifying a Source

To modify a Source from the *Select Source from List* window, you should click on the currently listed Source you wish to modify. That will bring up the *Detail* window with the resident data record regarding that particular Source. (See Figure 7.3) The cursor will highlight the entry in the *Source or Batch ID:* field, which may be modified. You should note that since the entire field entry is highlighted, any modifying will completely delete the current data. To make only character changes in the data, first click in the field again to remove the highlighting, then use the arrow keys to move to the character that needs to be modified. This action holds true for all fields in this entry form.

The screenshot shows the 'Source Detail Information' window with the following populated data:

- Source or Batch ID:** 13(SAB)
- Shutdown:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Source Type:** OTHER
- Description:** LAN COLUMN VACUUM
- Common ID:** 13(SAB)
- Location:** (empty)
- SCC Code:** 30121104
- SCC Desc:** CHEMICAL MFG, ORGANIC CHEMICALS
- SCC Units:** TONS, LINEAR ALKYL BENZENE, VACUUM REFINING
- Comment:** (empty)

The window has the same toolbar as Figure 7.2.

Figure 7.3

You may use the **Tab** key (or **Shift+Tab**), or mouse click on the needed field to move to the field requiring changes in this record. When you have finished modifying, click on the **Update** SheetBar icon. Failure to update this record means that changes will not be recorded to the database. To exit out of the data entry form, click on the **List** SheetBar icon to return to the Source list or the **Close** SheetBar icon to return to the main program window.

7.4 Create Process Unit

To create a Process Unit directly from a Source, select the Source to make the Process Unit, and click on the **MakeUnit** SheetBar icon. The TaskTrakker module will automatically create a new Process Unit with the name, ID number, and source type of the selected Source.

7.5 Source Requirements

The full list of requirements assigned to the Sources are shown by clicking on the **Reqmts** Sheet-Bar icon from within the **Source Detail Information** window. If the list is not fully visible on the form, a vertical scroll bar is positioned to the right where you may scroll through the entire list. If no requirements have been assigned to the selected Source, a response box and message will appear in the center of the screen.

The list of Requirements will be complete when you enter a Required Value and an Actual Value in the fields with these names. (See [Figure 7.4](#)) The other fields cannot be edited. To enter these values, position the mouse on the *Required Value* field of the desired Requirement, and enter the appropriate data. Either use the **Tab** key to move to the *Actual Value* field, or click the mouse on that field. After entering the appropriate data, click on the **Update** SheetBar icon, which will update the record. Failure to click on the **Update** SheetBar icon will result in the data you entered not being updated. While the Requirement will still be listed, the values in the *Required Value* and *Actual Value* fields will not be updated to the database.

Update Delete Print Close

Requirements Assigned to Source OX011D40

Filter By: Reg: ALL Subpart: ALL

Assigned Requirements

Src Type	Reqmnt Description	Reg Name Subpart	Citation	Applicability	Req'd Value	Actual Value	Unit of Measure	Type of Rule
PERMIT REQUIREMEN	Ensure scrubber liquid injection rate is no less than average injection rate maintained during performance test.	NSR	18528~SC03	Applicable				Monitoring
PERMIT REQUIREMEN	Ensure flaker system scrubber is equipped with monitor which will measure scrubbing liquid injection rate.	NSR	18528~SC04	Applicable				Monitoring
PERMIT REQUIREMEN	Ensure stack sampling & other testing is performed as required to establish actual pattern & quantities of air contaminants being emitted into atmosphere from flaker system scrubber & flare.	NSR	18528~SC08	Applicable				Monitoring
PERMIT REQUIREMEN	Submit test waivers & alternate/equivalent procedure proposals for NSPS testing which must have EPA approval to TACB Quality Assurance Division in Austin.	NSR	18528~SC08A	Applicable				Reporting

View Detail

Figure 7.4

To modify previously entered values in the *Required Value* and *Actual Value* fields, follow the same directions as above, except you will be overwriting existing values. Click on the **Update** SheetBar icon, which will update the record to the database.

You have the ability in this window to delete Requirements from being attached to the Source. Click the mouse on the Requirement from the list you wish to delete and click on the **Delete** SheetBar icon. This will remove this Requirement from the Source, although this Requirement may be attached to another entity. Deleting the Requirement here will not affect the status of the Requirement relating to other entities.

7.6 Forms Data

In addition to the general Sources information fields shown at the top of the *Detail* screen, there may be one or more specific "Form questions" shown in the lower portion of the screen. (See [Figure 7.3](#)) The questions that appear in this section are conditional on the Source Type (e.g., engine, tank, etc.) and the location of the site with respect to the regulatory agency responsible for the particular area. If the Source that you selected has a Source Type for which a Form has been designated by the regulatory agency responsible for your site's location, that Form and its questions will be displayed, as shown in [Figure 7.3](#). If more than one Sources Form has been designated by the regulatory agency responsible for your site's location, then a drop-down list will appear for the user to select which form to display.

7.7 Adding a Comment to a Source

A Comment, or memo, may be added to a new or current Source. A comment would be a description of pertinent data that does not belong in a field listed on the data entry form or certain information that would explain a particular entry in a field that is listed.

To add a comment record on a new Source, click on the **COMMENT** SheetBar icon during data entry on the new Source record. This will open a free form text box in which you may enter any data necessary. This text box has the word wrap feature built in, so you only need to press the **Enter** key when you wish to begin a new paragraph or line. When you are finished entering the comment record, click on the **OK** button to save the data entered. Clicking on the **Cancel** button will exit out of the *Comment* window without saving the record and take you back to the *Source Detail Information* window. Clicking on the **Delete** button will delete the comment. Clicking on the **Clear Text** button will delete any text entered, but remain in the *Comment* window.

To add or modify a comment on an existing Source, click on the desired Source in the *Select Source from List* window. Then, click on the **COMMENT** SheetBar icon on the data entry form. You may use the **Clear Text** button to clear or delete the previous entry, or you may add information to what is resident. The cursor will be located at the top of the comment, so you have the choice of whether to add new information at the top of the window, or go to the bottom of the information and append the data at that point. Follow the directions listed in the previous paragraph for saving and exiting out of the comment section.

Selection of text with the mouse for modification and/or deletion purposes works the same as within any Microsoft Windows text editor or word processor. Highlight the text using the mouse, or hold down the <Ctrl> and <Shift> keys simultaneously and use any of the “location” keys (arrow keys, Page Down, Page Up). Once the text is highlighted, you may overwrite that text by entering the new text, or you may delete the entire portion of highlighted text. Please note that there is no drag and drop or cut and paste features within the *Comment* window.

7.8 Field Listing

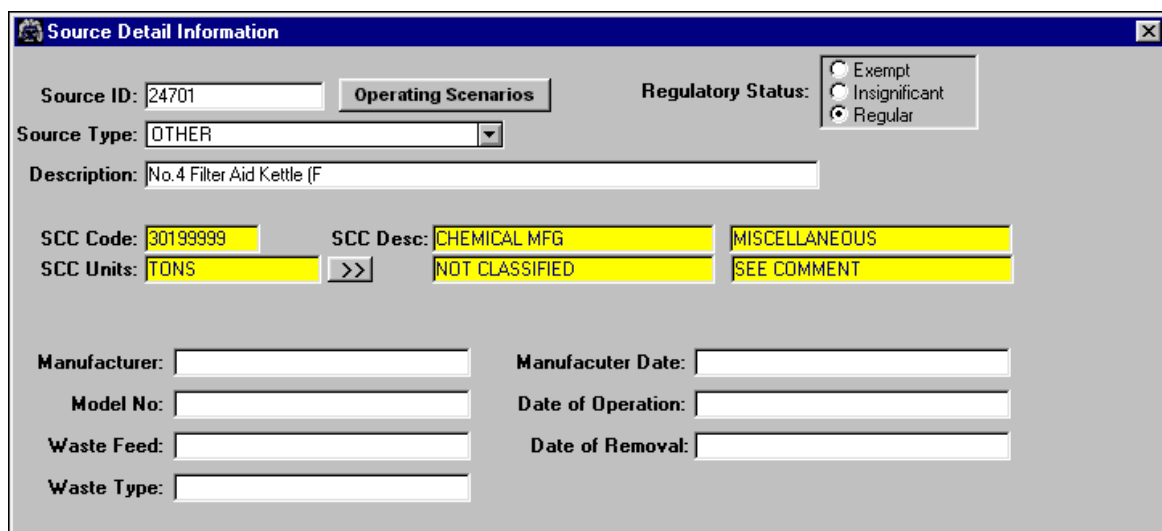
- Source ID:** Uniquely identifies Source. If the Source is the same as a Facility in the emission inventory for this Operating Facility, the FIN should be used here.
- Desc:** Name used to identify emission source at the plant.
- SCC Code:** Source Classification Code pull down listing. Identifies the specific activity which describes the Source.
- Source Type:** Description of source from a drop-down list.
- Shutdown:** Choose Yes or No to determine whether Source has been indicated as non-operating due to shutdown, property transfer, demolition, or other reason. A Yes means that the Source is non-operating, and an No means the Source is active.
- Location:** Tells user where the source located in the plant.



7.9 NY-Emission Source Information

The detailed information about Sources in New York includes the items that appear on the *Detail* screen shown in [Figure 7.5](#). Similar information items appear on the detail screens for Emission Points and Control Devices, as shown in [Section 6.8](#) and [8.8](#), respectively. The regulatory status selections that appear in the upper right portion of the screen are used to process information for the New York Title V permit application forms.

The Operating Scenario and flow condition information that is entered when users click on the "**Operating Scenarios**" command button, as indicated above, includes operating schedules, regulatory limits, building Id.'s, cycle times and frequencies, operating rates, end product descriptions, and many other detailed information elements. Information that is entered in these scenarios is shown on Title V permit application and amendment forms.



Source Detail Information

Source ID: 24701 **Operating Scenarios** Regulatory Status: ☐ Exempt ☐ Insignificant ☒ Regular

Source Type: OTHER

Description: No.4 Filter Aid Kettle (F)

SCC Code: 30199999 SCC Desc: CHEMICAL MFG MISCELLANEOUS

SCC Units: TONS >> NOT CLASSIFIED SEE COMMENT

Manufacturer: Manufacturer Date:

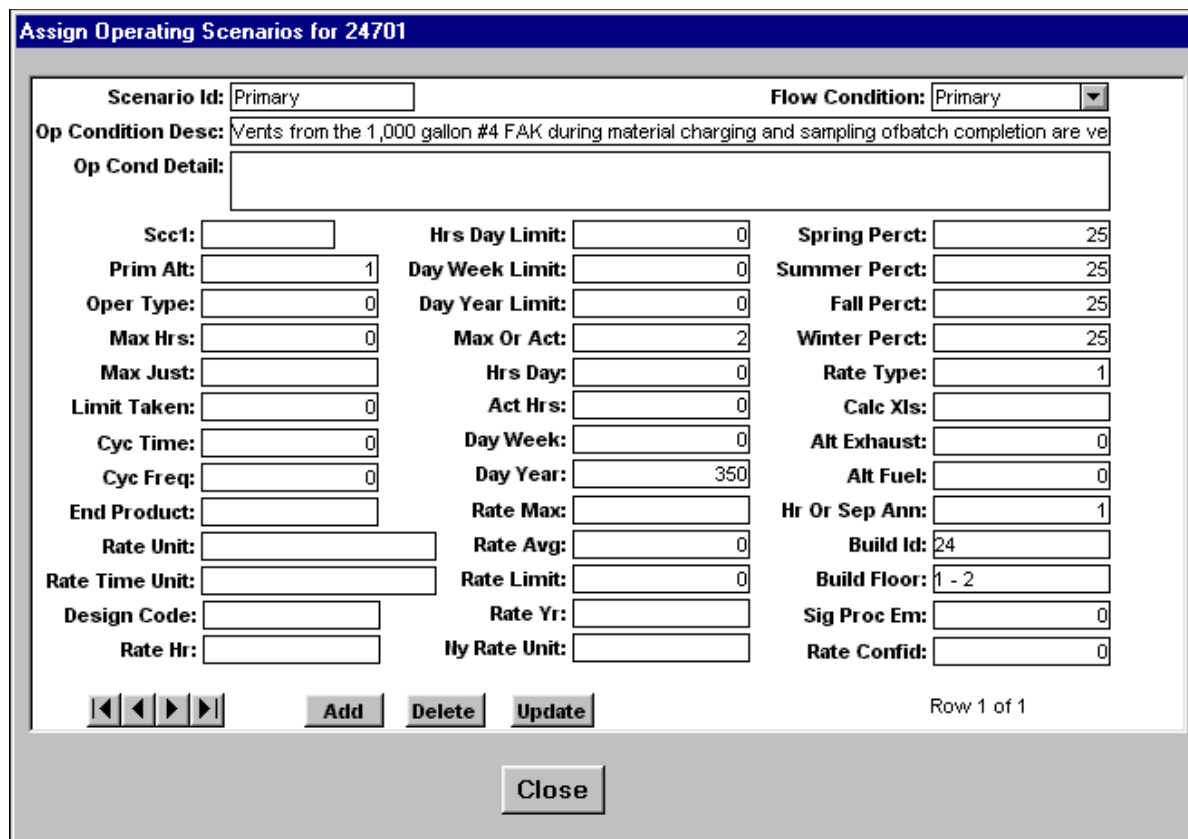
Model No: Date of Operation:

Waste Feed: Date of Removal:

Waste Type:

Figure 7.5

The data entry screen for Operating Scenario and flow condition information is shown in Figure 7.6.



Assign Operating Scenarios for 24701

Scenario Id: Primary Flow Condition: Primary

Op Condition Desc: Vents from the 1,000 gallon #4 FAK during material charging and sampling of batch completion are ve

Op Cond Detail:

Scc1:	Hrs Day Limit: 0	Spring Perct: 25
Prim Alt: 1	Day Week Limit: 0	Summer Perct: 25
Oper Type: 0	Day Year Limit: 0	Fall Perct: 25
Max Hrs: 0	Max Or Act: 2	Winter Perct: 25
Max Just:	Hrs Day: 0	Rate Type: 1
Limit Taken: 0	Act Hrs: 0	Calc Xls:
Cyc Time: 0	Day Week: 0	Alt Exhaust: 0
Cyc Freq: 0	Day Year: 350	Alt Fuel: 0
End Product:	Rate Max:	Hr Or Sep Ann: 1
Rate Unit:	Rate Avg: 0	Build Id: 24
Rate Time Unit:	Rate Limit: 0	Build Floor: 1 - 2
Design Code:	Rate Yr:	Sig Proc Em: 0
Rate Hr:	Hly Rate Unit:	Rate Confid: 0

Row 1 of 1

Figure 7.6

Chapter 8: CONTROL DEVICES

8.1 About Control Devices

To begin working with a Control Device in the TaskTrakker module, an Operating Facility must be selected. Once an Operating Facility has been selected, you may click on the **CONTROLS** icon to activate the *Control Devices Detail* window, as shown in [Figure 8.1](#). If no Devices are resident, the message, “*There Are No Devices Defined For This Facility!*”, will appear. Otherwise, a list of current Control Devices will be listed under the subtitle, *Select Control Device from List*. (See [Figure 8.2](#))

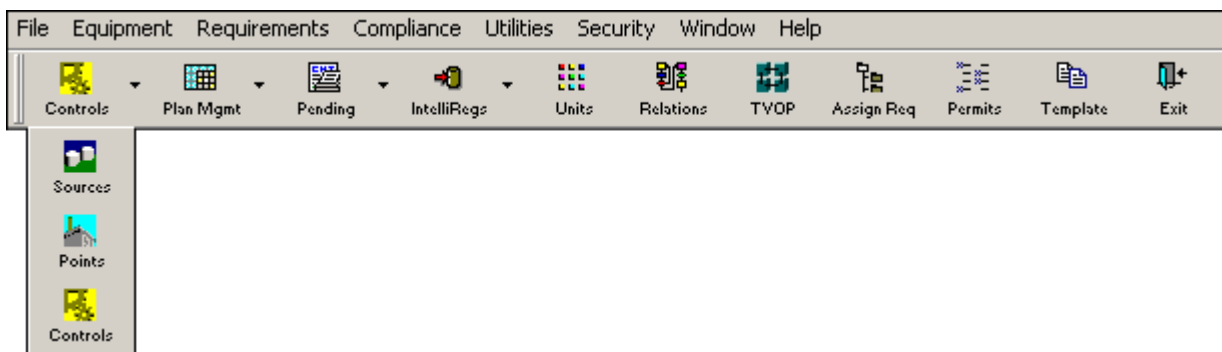


Figure 8.1

8.2 Adding a Control Device

To add a Control Device to the current list, click on the **Add** SheetBar icon from the *Control Devices Detail* window. This will bring up the data entry form for Control Devices. Here you may enter information into the fields as listed. The original cursor is positioned in the *Device ID* field. You may either use the **Tab** key (or **Shift+Tab** for backward), or click on the appropriate field to move forward into the data entry section. When you have finished entering the data for the new record, you should click on the **Update** SheetBar icon. That will save the current record in the database. To move back one window to the *Control Device* listing, click on the **List** SheetBar icon. To exit out of the *Control Device* section, click on the **Close** SheetBar icon.

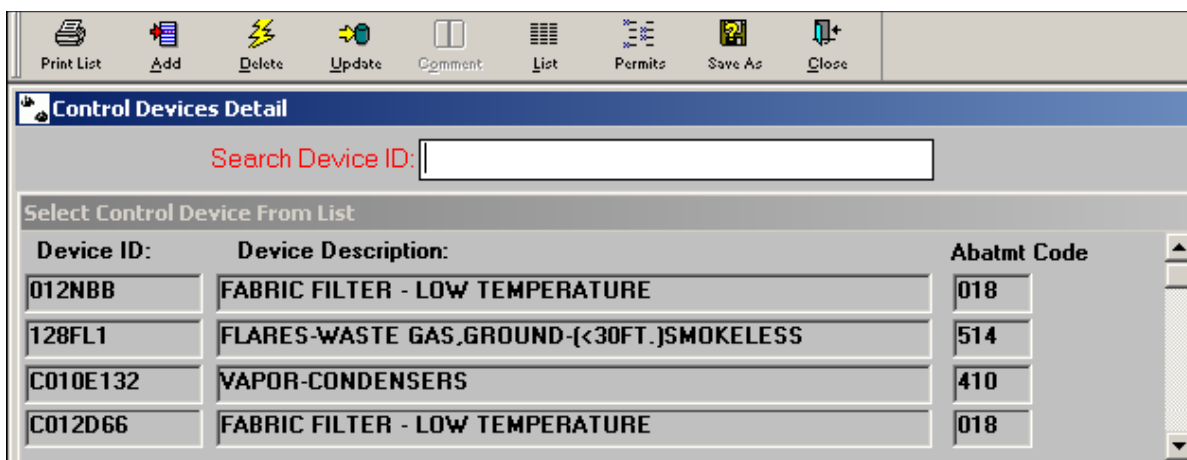
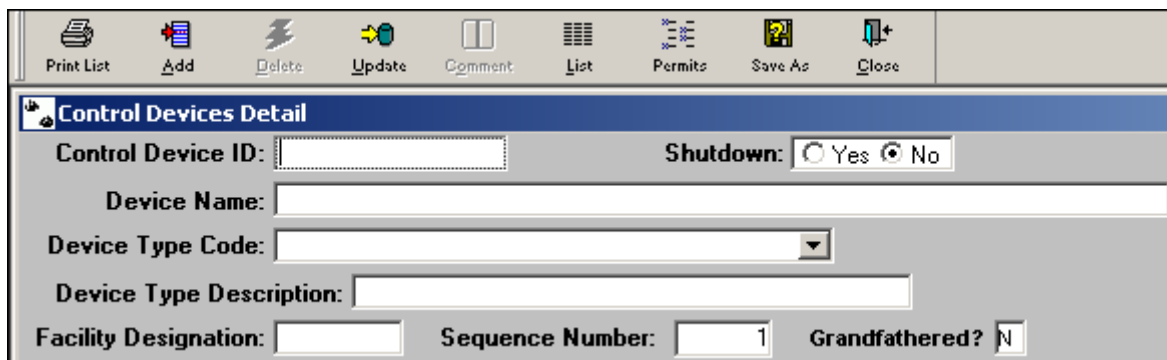


Figure 8.2

8.3 Modifying a Control Device Record

To modify a Control Device from the ***Control Devices Detail*** window, click on the currently listed Control Device you wish to modify. That will bring up the ***Detail*** window with the record of that particular Control Device, as shown in [Figure 8.3](#).



The screenshot shows the 'Control Devices Detail' window. At the top is a toolbar with icons for Print List, Add, Delete, Update, Comment, List, Permits, Save As, and Close. Below the toolbar, the window title is 'Control Devices Detail'. The form contains the following fields: 'Control Device ID:' with a text input box; 'Shutdown:' with radio buttons for 'Yes' and 'No' (where 'No' is selected); 'Device Name:' with a text input box; 'Device Type Code:' with a dropdown menu; 'Device Type Description:' with a text input box; 'Facility Designation:' with a text input box; 'Sequence Number:' with a text input box containing the value '1'; and 'Grandfathered?' with a dropdown menu showing 'N'.

Figure 8.3

You may use the **Tab** key (or **Shift+Tab**), or mouse clicks on the needed field, to move to the field requiring changes in this record. When you have finished with modifying, you should click on the **Update** SheetBar icon. That will save the current record in the database. Failure to update this record will mean that changes will not be recorded to the database. To move back one window to the ***Control Device*** listing, click on the **List** SheetBar icon. To exit out of the ***Control Device*** section, click on the **Close** SheetBar icon.

8.4 Forms Data

In addition to the general Control Device information fields shown at the top of the ***Detail*** screen, there may be one or more specific "Form questions" in the lower portion of the screen. The questions that appear in this section are conditional on the Control Device Type (e.g., scrubber, baghouse, etc.) and the location of the site with respect to the regulatory agency responsible for the particular state, region, county, or city. If the Control Device that you selected has a Control Device Type for which a Form has been designated by the regulatory agency responsible for your site's location, that Form and its questions will be displayed. If more than one Control Device Form has been designated by the regulatory agency responsible for your site's location, then a drop-down list will appear for the user to select which form to display.

8.5 Control Device Requirement List

The full list of requirements assigned to the Control Devices are shown by clicking on the **Reqmts** SheetBar icon from within the ***Control Devices Detail*** window. (See [Figure 8.4](#)) If the list is not fully visible on the form, a vertical scroll bar is positioned to the right where you may scroll through the entire list.

Src Type	Reqmnt Description	Reg Name Subpart	Citation	Req'd Value	Actual Value	Unit of Measure	Type of Rule
BOILER	Phase II Repowering Extentions	Acid Rain	72.44(a)				Design Std.

Figure 8.4

The list of Requirements will be complete when you enter a Required Value and an Actual Value in the fields with these names. The other fields cannot be edited. To enter these values, position the mouse on the *Required Value* field of the desired Requirement, and enter the appropriate data.

Either use the **Tab** key to move to the *Actual Value* field, or click the mouse on that field. After entering the appropriate data, click on the **Update** SheetBar icon, which will update the record. Failure to click on the **Update** SheetBar icon will result in the data you entered not being updated. While the Requirement will still be listed, the values in the *Required Value* and *Actual Value* fields will not be updated to the database.

To modify previously entered values in the *Required Value* and *Actual Value* fields, follow the same directions as above, except you will be overwriting existing values. Click on the **Update** SheetBar icon, which will update the record to the database.

You have the ability in this view to delete Requirements from being attached to the Control Device. Click the mouse on the Requirement from the list you wish to delete and click on the **Delete** SheetBar icon. This will remove this Requirement from the Control Device, although this Requirement may be attached to another entity. Deleting the Requirement here will not affect the status of the Requirement relating to other entities.

8.6 Adding a Comment to a Control Device

A Comment, or memo, may be added to a new or current Control Device. A comment would be a description of pertinent data that does not belong in a field listed on the data entry form or certain information that would explain a particular entry in a field that is listed.

To add a comment record on a new Control Device, click on the **COMMENT** SheetBar icon during data entry on the new Device record. This will open a free form text box in which you may enter any data necessary. This text box has the word wrap feature built in, so you only need to press the **Enter** key when you wish to begin a new paragraph or line. When you are finished entering the Comment record, click on the **OK** button to save the data entered. Clicking on the **Cancel** button will exit out of the **Comment** window without saving the record and take you back to the **Control Device Detail** window. Clicking on the **Delete** button will delete the comment. Clicking on the **Clear Text** button will delete any text entered, but remain in the **Comment** window.

To add or modify a comment on an existing Control Device, click on the desired Control Device in the **Control Device Detail** window. Then click on the **COMMENT** SheetBar icon on the data entry form. You may use the **Clear Text** button to clear or delete the previous entry, or you may add information to what is resident. The cursor will be located at the top of the comment, so you have the choice of whether to add new information at the top of the window, or go to the bottom of the information and append the data at that point. Follow the directions listed in the previous paragraph for saving and exiting out of the comment section.

Selection of text with the mouse for modification and/or deletion purposes works the same as with any Microsoft Windows text editor or word processor. Highlight the text using the mouse, or holding down the <Ctrl> and <Shift> keys simultaneously and using any of the “location” keys (arrow keys, Page Down, Page Up). Once the text is highlighted, you may overwrite that text by entering the new text, or you may delete the entire portion of highlighted text. Please note that there is no drag and drop or cut and paste features within the **Comment** window.

8.7 Field Listing

Control Device I.D. : Key field in database. Uniquely identifies the Control Device record. If this Control Device is included in the emission inventory for this Operating Facility, the CIN should be used here.

Device Name: Name Control Device at plant location.

Device Type Code: Pull down listing of specific description of type of abatement equipment installed.

Device Type

Description: Identifier used to describe a particular piece of abatement equipment inside the plant.

Facility

Designation

& Sequence No: Are optional fields for the on this screen.

Grandfathered: Tells user whether the device is permitted or not?

Shutdown: Choose Yes or No to determine whether Control Device has been indicated as non-operating due to shutdown, property transfer, demolition, or other reason. Yes indicates that the Control Device is non-operating, and an No means that it is active.

8.8 NY–Control Device Information



The detailed information about Control Devices in New York includes the items that appear on the Detail Screen shown in [Figure 8.5](#).

The screenshot shows a software window titled "Control Devices Detail". It contains the following fields and controls:

- Control Device ID:** A text box containing "32024/01/01".
- Device Type:** A dropdown menu showing "046".
- Description:** A text box containing "Filler Treating Kettle #3".
- Excl Flag:** An unchecked checkbox.
- Facility Designation:** An empty text box.
- Sequence Number:** A text box containing "1".
- Grandfathered?:** An unchecked checkbox.
- Comment:** A button located to the right of the Control Device ID field.

Figure 8.5

Chapter 9: PROCESS UNITS

9.1 About Process Units

Like Sources, Points, and Control Devices, Process Units can be added and modified in the TaskTrakker module. However, unlike other entities, you have many more options after the establishment of these Process Units. Under the Process Units section of the TaskTrakker module, you can create relationships among the various Points, Sources, and Control Devices. These relationships can further be assigned to the Process Units to which they belong. Then, Requirements can be assigned to the entities involved.



Figure 9.1

When you click on the **Units** icon, [Figure 9.1](#), the window entitled *Process Unit Detail* opens. If no Process Units are resident for the selected Operating Facility, a dialog box with the message, "No Units on File. Select Add From Toolbar" will appear. Otherwise, a listing of resident Process Units is shown with the subtitle bar entitled *Select Process Unit From List*, as shown in [Figure 9.2](#).

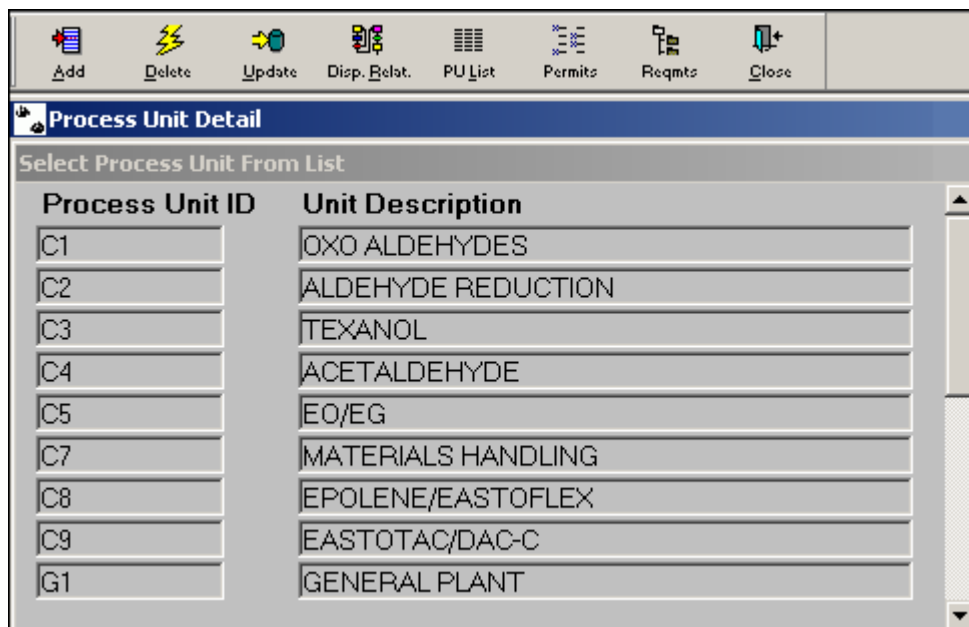


Figure 9.2

From this window, you can either add Process Units by clicking on the **Add** SheetBar icon, modify resident Process Units by selecting one from the list, or you can exit this function. Clicking on the **Close** SheetBar icon will exit this section.

9.2 Adding a Process Unit

To add a Process Unit from the main window where an Operating Facility is selected, click on the **Units** icon. That will bring up the **Process Unit Detail** window with the subtitle list bar **Select Process Unit From List**.

To add a Process Unit, click on the **Add** SheetBar icon. The data entry detail sheet with the title **Process Unit Detail** will appear with the cursor located on the first field, *Process Unit ID*. (See [Figure 9.3](#)) You may enter the necessary information into each field by using the Tab key (or **Shift+Tab**), or by clicking the mouse on the field to move further into the data entry form. When you are finished, you must click on the **Update** SheetBar icon to add the Process Unit record to the database.

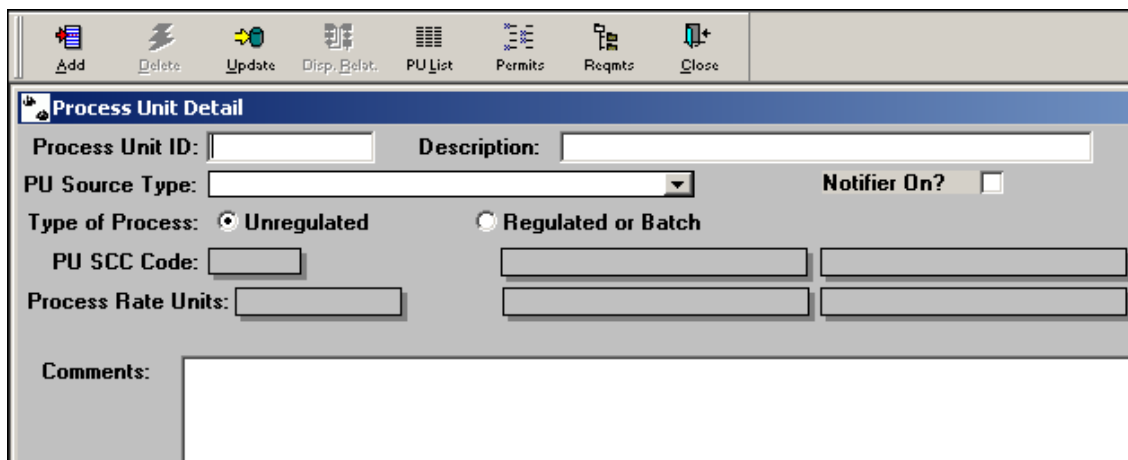


Figure 9.3

A special feature of the TaskTrakker module is its ability to fill in SCC Codes from assigned sources. If a new Process Unit is added with a blank SCC Code, the TaskTrakker module will automatically fill in the Process Unit SCC Code from the Source (source) SCC Code at the point in time when Cross Reference items are assigned to the Process Unit. Each Cross Reference includes one Source and any related Point and/or Control Device. If a Relationship is assigned to a Process Unit that has SCC Code data entered, the TaskTrakker module will detect any differences between Process Unit and Source SCC Codes, and it will give you the option of replacing the existing Process Unit SCC Code with the code from related Source.

The “*Regulated Process*” check box determines whether or not users are able to enter Form data, such as construction date. If checked, the Form(s) that is available for the source type of the selected Process Unit is accessible. It also determines whether or not the Process Unit is visible on the **Assign Requirements** screen (i.e., only regulated Processes may have applicable rules). To exit out of the data entry form back to the **Process Unit Detail** window with the listing of current units, click on the **List** SheetBar icon. To exit completely out of the **Process Unit Detail** section of the TaskTrakker module, click on the **Close** SheetBar icon.

9.3 Modifying a Process Unit

To modify an existing Process Unit, click on the **Units** icon. That will bring up the **Process Unit Detail** window with the subtitle list bar **Select Process Unit From List**, if there are Process Units resident in the TaskTrakker module.

From the list, you should click on the Process Unit you wish to modify. This will bring up the data entry form with the entry in the field, *Description*: highlighted. (See [Figure 9.4](#)) To change the entire entry in the *Description*: field, you may proceed to enter the data. If you wish to only make changes to one or more characters, first click in the field to remove the highlighting, then use the arrow keys to move to the characters that need modifying. When the entire field is highlighted, any characters entered will overwrite what was previously entered into the field. Special features exist in the TaskTrakker module for SCC Codes, as discussed under [Section 9.2 Adding a Process Unit](#).

The screenshot shows the 'Process Unit Detail' window. At the top is a toolbar with icons for Add, Delete, Update, Disp. Relat., PU List, Permits, Reqmts, and Close. The window title is 'Process Unit Detail'. Below the title bar, there are several fields: 'Process Unit ID:' with the value 'DIST', 'Description:' with the value 'DIST' (highlighted), 'PU Source Type:' with a dropdown menu showing 'INCINERATOR', 'Notifier On?' with an unchecked checkbox, 'Type of Process:' with radio buttons for 'Unregulated' (selected) and 'Regulated or Batch', 'PU SCC Code:' with the value '30190014' and a '>>' button, and three buttons labeled 'CHEMICAL MFG', 'FUEL-FIRED EQPMNT', and 'INCINERATORS'. Below these is a 'Process Rate Units:' field with the value 'MM SCF' and two buttons labeled 'INCINERATORS' and 'PROCESS GASS'. At the bottom is a 'Comments:' field with a large text area.

Figure 9.4

Using the **Tab** key or clicking the mouse in the appropriate field location on the window will move the cursor to other fields that need to be modified. When the record has been modified, you must click on the **Update** SheetBar icon to update the Process Unit record in the database. Failure to click on the **Update** SheetBar icon will result in no changes being made to the record. To exit out of the data entry form back to the **Process Unit Detail** window with the listing of current units, click on the **List** SheetBar icon. To exit completely out of the **Process Unit Detail** window, click on the **Close** SheetBar icon.

9.4 Adding or Modifying a Comment for a Process Unit

Comments for Process Units work much the same as they do for other entities. A comment is a description of pertinent data that does not belong in a field listed on the data entry form or certain information that would explain a particular entry in a field that is listed. You need to have the **Process Unit Detail** window open to add or modify comments.

To add a comment record on a new Process Unit, click on the **COMMENT** SheetBar icon once data on the new record has been updated. This will open a free form text box in which you may enter any text necessary. This text box has the word wrap feature built in, so you only need to press the **Enter** key when you wish to begin a new paragraph or line. When you are finished entering the comment text, click on the **OK** button to save the entry to the database. Clicking on the **Cancel** button will exit out of the *Comment* window without saving the record and take you back to the *Process Unit Detail* window. Clicking on the **Delete** button will delete the comment. Clicking on the **Clear Text** button will delete any text entered, but remain in the *Comment* window.

9.5 Process Unit Requirement List

The full list of requirements assigned to the Process Unit may be displayed by clicking on the **Reqmt** SheetBar icon from within the *Process Unit Detail* window. (See [Figure 9.5](#)) If the list is not fully visible on the form, a vertical scroll bar is positioned to the right where you may scroll through the entire list.

Ent Type	Entity ID	Src Type	Reqmnt Description	Reg Name	Citation	Actual Value	Type of Rule
Op Scenario: A, NORMAL OPERATING SCENARIO							
Point	QX005FL1	FLARE	111.111(a)(4)(A)	Regulation I	111.111(a)(4)(A)		Design Std.
		FLARE	111.111(a)(4)(A)(ii)	Regulation I	111.111(a)(4)(A)(ii)		Recordkeeping
							Monitoring
		FLARE	111.111(a)(4)(A)(i)	Regulation I	111.111(a)(4)(A)(i)		Monitoring
Op Scenario: A, NORMAL OPERATING SCENARIO							
Point	QX027FL1	FLARE	111.111(a)(4)(A)	Regulation I	111.111(a)(4)(A)		Design Std.
		FLARE	63.11(b)(4)	MACT	63.11(b)(4)		Monitoring
		FLARE	63.11(b)(7)(i)	MACT	63.11(b)(7)(i)		Monitoring
		FLARE	111.111(a)(4)(A)(ii)	Regulation I	111.111(a)(4)(A)(ii)		Recordkeeping

Figure 9.5

9.6 Forms Data

In addition to the general Process Unit information fields shown at the top of the Detail screen, there may be one or more specific "Form questions" shown in the lower portion of the screen. (See [Figure 9.4](#)) The questions that appear in this section are conditional on the Source Type (e.g., engine, tank, etc.) and the location of the site with respect to the regulatory agency responsible for the particular state, region, county, or city. If the Process Unit that you selected has a Source Type for which a Form has been designated by your regulatory agency, that Form and its questions will be displayed, as shown in [Figure 9.4](#). If more than one Units Form has been designated by the regulatory agency responsible for your site's location, then a drop-down list will appear for the user to select which form to display.

9.7 Field Listing

- Process Unit Id:*** Key field. Uniquely identifies Process Unit. Once an ID has been updated to the database, the field may not be edited or modified.
- Description:*** Description or Name of Process Unit.
- PU Source Type:*** Determines whether or not Form(s) will be accessible for this Process Unit. Check if Form data is needed; otherwise, leave blank.
- Notifier On:*** Master On/Off switch to generate e-mail notifications for pending compliance tasks in the selected process unit.
- PU SCC Code:*** Source Classification Code pull down listing. Identifies the specific activity which describes the source.
- Source Type:*** Drop down menu list of source types which, if selected, highlights a source type under Assign Requirements procedure. Also determines which form(s) will be accessible for Regulated Processes.

Chapter 10: RELATIONSHIPS

10.1 About Relationships

In the TaskTrakker Module, the term Relationship may consist of either a Source by itself, a Source with a related Point, or a Source with a related Point and Control Device. You must have set up all of the entities involved in a Relationship before using the **Relations** icon to create the Relationship and assign it to a Process Unit. After these Relationships have been created and are assigned to Process Units, you can begin to identify the regulatory requirements for each Process Unit and, optionally, the equipment that comprises it.

10.2 Conceptual Basis for Relationships and Assignments

To begin defining Relationships, you should make sure that the pertinent Process Units, Sources, Points, and Control Devices have been entered in the TaskTrakker Module. If any have not been entered, or if any need modifying, you should refer to those specific sections of this documentation for help.

A Process Unit can comprise many Relationship assignments. However, each Relationship can be assigned to only one Process Unit. For example, a boiler with three stacks may be defined in the TaskTrakker Module as three different Relationships (i.e., Boiler-Stack1, Boiler-Stack2, and Boiler-Stack3). All three of these Relationships may be assigned to a Process Unit called Boiler Complex. Similar situations arise with multiple sources linked to a single Emission Point. A Relationship must include a Source. It may, at your option, also include an Emission Point and Control Device.

In some instances, the same Source may be represented in different Relationships and in different Process Units. For example, a loading rack, ID LR001, may be one of twelve racks that are subject to an emission cap requirement. It may also be subject to an applicable requirement by itself or in combination with its Stack(s) and Control Device(s). In this instance, you may create twelve Relationships, one for each rack under the emission cap, and assign all twelve to a Process Unit called Loading Rack Bubble. Simultaneously, another Relationship could be built consisting of LR001 related to a Stack and a Control Device, and this item could be assigned to a Process Unit called Loading Rack 001 Complex. There is no restriction on the number of times each Source, Point, and Control Device may be represented in Process Units.

10.3 Displaying Relationships

To display the relationships for any Process Unit, users should click on the **Disp.Relat.** SheetBar icon that appears on the *Process Unit Detail* screen. Relationships will be shown in a block flow diagram by default (See Figure 10.1) and may be also displayed in a list.

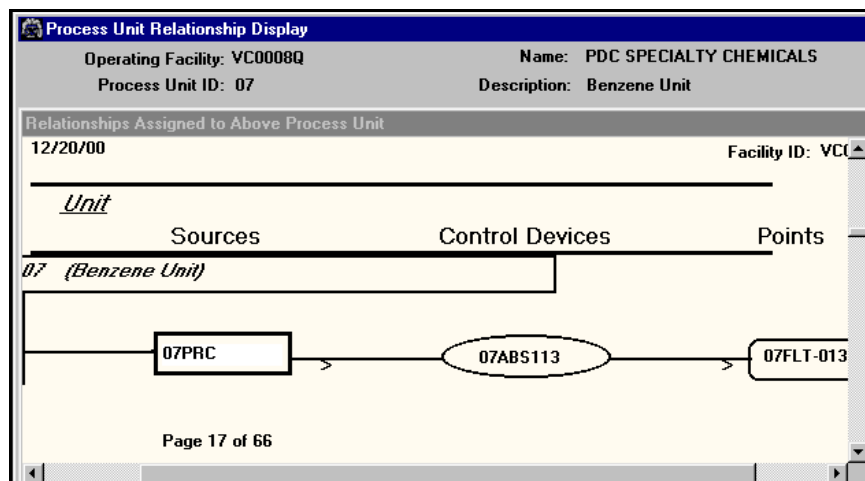


Figure 10.1

Icons are available on the secondary toolbar to display the block flow diagram or the list. (See Figure 10.2) Relationships for the entire Operating Facility may be displayed by clicking on the *File* menu, the *Analytical Reports*, and then "**Equipment Relationships**." This display will show all relationships by Unit.

The screenshot shows the 'Process Unit Relationship Display' window with the 'List' icon selected in the toolbar. The window displays the same header information as Figure 10.1. Below the header, a table lists the relationships for the Benzene Unit (07). The table has columns for 'Source ID and Description', 'Emission Pt. ID', 'Desc.', 'Control Dev. ID', 'Status', and 'Description'. The data is organized into sections separated by hatched lines.

Source ID and Description		Emission Pt. ID	Desc.	Control Dev. ID	Status	Description
07PRC DDDA PROCESS						
07FLT-013	OP 15 CRUDE FILTER VENT	07ABS113	0	SCRUBBERS - MISC. TYPES		
07PRC DDDA PROCESS						
07FLT-028	OP 16 REWORK FILTER VENT	07FLT128	0	FILTERS-FABRIC (BAGHOUSE)		
07PRC DDDA PROCESS						
07FLT-046	OP 16 BAG FILTER VENT		0			
07PRC DDDA PROCESS						
07FUG	FUGITIVE EMISSIONS		0			

Figure 10.2

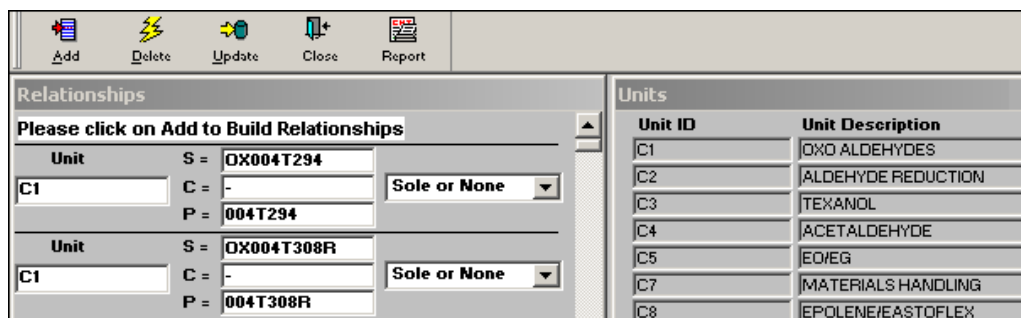
10.4 Building Relationships

Relationship may be built and assigned to a Process Unit by clicking on the **Relations** icon in the main toolbar. (See [Figure 10.3](#)) Please note that all pertinent Emission Points, Sources, and Control Devices must be resident in the TaskTrakker Module before they can be related in this window.



Figure 10.3

The **Build Relationships** screen has two windows. The window on the left shows existing relationships, while the window on the right shows a list of Entities. (See [Figure 10.4](#)) The window on the right side of the screen will display one of four different lists (i.e., *Units*, *Sources*, *Control Devices*, or *Emission Points*), depending on which Entity has been highlighted by the user on the left side of the screen. Highlighting is done by using a single mouse click on the field of the Entity Type that you want listed in the window on the right side of the screen. These are the complete lists of each Entity of the selected Type that were previously entered into the TaskTrakker Module.

The image shows the 'Build Relationships' screen. It has a top toolbar with icons for Add, Delete, Update, Close, and Report. The main area is divided into two panes. The left pane is titled 'Relationships' and contains a list of existing relationships. The right pane is titled 'Units' and contains a list of units. The 'Relationships' pane has a header 'Please click on Add to Build Relationships' and a table with columns 'Unit', 'S', 'C', and 'P'. The 'Units' pane has a table with columns 'Unit ID' and 'Unit Description'.

Unit	S	C	P
C1	OX004T294	-	004T294
C1	OX004T308R	-	004T308R

Unit ID	Unit Description
C1	OXO ALDEHYDES
C2	ALDEHYDE REDUCTION
C3	TEXANOL
C4	ACETALDEHYDE
C5	EO/EG
C7	MATERIALS HANDLING
C8	EPOLENE/EASTOFLEX

Figure 10.4

To add a new Relationship, you should click on the **Add** SheetBar icon. To edit an existing Relationship, you should click on the relationship that appears in the list on the left side of the screen. By default, the Unit part of the Relationship will be highlighted first. However, Entities may be listed and added in any order.

To fill in the desired Entity in the Relationship, the user should highlight the desired Entity on the right side of the screen, and then drag the Entity across the screen and drop it into the correct portion of the Relationship. (See [Figure 10.5](#))

Device ID:	Description:
04ABS007	ABSORPTION TOWERS,PACKED BED
04ABS009	ABSORPTION TOWERS,GRAVITY SPRAY TOWER
04ABS010	ABSORPTION TOWERS,PACKED BED
04ABS106	ABSORPTION TOWERS,PACKED BED
04ABS118	ABSORPTION TOWERS,PACKED BED
04ABS120	ABSORPTION TOWERS,PACKED BED
04ABS121	ABSORPTION TOWERS,PACKED BED

Figure 10.5

During the drag and drop procedure, a yellow triangle shape with an exclamation point will appear at the cursor location. This symbol will confirm to the user that the desired Entity has been correctly highlighted and is in the process of being dragged to the left side of the screen. You must update (**Update** SheetBar icon) after each add or edit for the changes to be saved to the database.

10.5 NY–Alternate Flow Conditions

Alternate flow conditions describe configurations of equipment and the way they are operated during the production of a specific product (often a product that is made in a batch reactor.) The screen provided to define Processes and specify their flow conditions is accessed by clicking on the **Build Rel** icon from the main toolbar, as shown in [Figure 10.6](#). Users can highlight (or add) an Operating and Flow Condition on the left side of the screen and view the existing equipment relationships, labeled "stream configurations," (i.e., from WinCeis,) that correspond to the selected Operating and Flow Condition.

Process	Source ID	Operating Condition	Flow Condition
ALL	GE501	Alternative	Alternate 1
ALL	GE501	Primary	Primary
ALL	GE704	Alternative 1	Alternate 1
ALL	GE704	Primary	Primary
ALL	GE704	Alternative 2	Alternate 2
AYA	AY101	Primary	Primary
CMP	CN402	Primary	Primary
CNA	CN501	Primary	Primary
CNB	CN501	Primary	Primary
COA	CO201	Primary	Primary
COB	CO201	Primary	Primary
CSD	GE551	Alternative	Alternate 1

Percent Flow	Feeding CINI/Control	Emission Point
100	GE7C9	97003
100	GE7C9	97003
100	B3C1	97003
100	B3C2	97003
100	B3C3	97003
100	B3C4	97003
100	B3C5	97003
100	B3C6	97003
100	B3C7	97003
100	B3C8	97003

Figure 10.6

Users may complete the information for a Scenario and Flow Condition by editing a window that can be accessed through the Emission Sources Detail Screen, as explained in [Section 7.9](#).

CHAPTER 11: REQUIREMENTS

11.1 About Requirements

In the TaskTrakker module, Requirements include both Permit Requirements and Regulatory Requirements. Requirements are assigned to a Process Unit and may also be linked specifically to a Source, Point, or Control Device that has been previously associated with the Process Unit. These Requirements, once assigned, are displayed in the detail window of the individual entity when the **Reqmts** SheetBar icon has been selected. (See [Figure 11.1](#)) There, you may enter the *Required* and *Actual Values* for that particular Requirement. The other fields in that view are static and depend on the Requirements assigned.

Ent Type	Entity ID	Src Type	Reqmnt Description	Reg Name	Citation	Actual Value	Type of Rule
Op Scenario: A, NORMAL OPERATING SCENARIO							
Point	OX011FL1C	FLARE	§0.18(d)	NSPS	§0.18(d)		Monitoring
		FLARE	§0.18(c)(6)	NSPS	§0.18(c)(6)		Design Std.
		FLARE	111.111(a)(4)(A)(ii)	Regulation I	111.111(a)(4)(A)(ii)		Monitoring
		FLARE	111.111(a)(4)(A)(i)	Regulation I	111.111(a)(4)(A)(i)		Monitoring
		FLARE	§0.18(c)(4)(i)	NSPS	§0.18(c)(4)(i)		Design Std.
		FLARE	§0.18(f)(2)	NSPS	§0.18(f)(2)		Monitoring
		FLARE	§0.18(e)	NSPS	§0.18(e)		Design Std.
		FLARE	§0.18(c)(3)(ii)	NSPS	§0.18(c)(3)(ii)		Design Std.
		FLARE	111.111(a)(4)(A)	Regulation I	111.111(a)(4)(A)		Design Std.

View Detail

Figure 11.1

11.2 Selecting a Requirement to Assign to a Process Unit

When you click on the **Assign Req** icon, the window entitled **Requirements: Retrieval Criteria** appears. (See [Figure 11.2](#)) Here, you specify the Process Unit, Source Type and Operating Scenario that you want to work with when assigning requirements. The Process Unit and Source Type you select will determine which requirements and which entities (Points, Sources, Control Devices) get displayed in the **Requirements: Entity Assignment** window. By default, the Operating Scenario called "Normal Operating Scenario" will be highlighted in the Operating Scenario list at the bottom of the window. However, the user may choose any listed scenario for the applicable requirement that will be assigned.

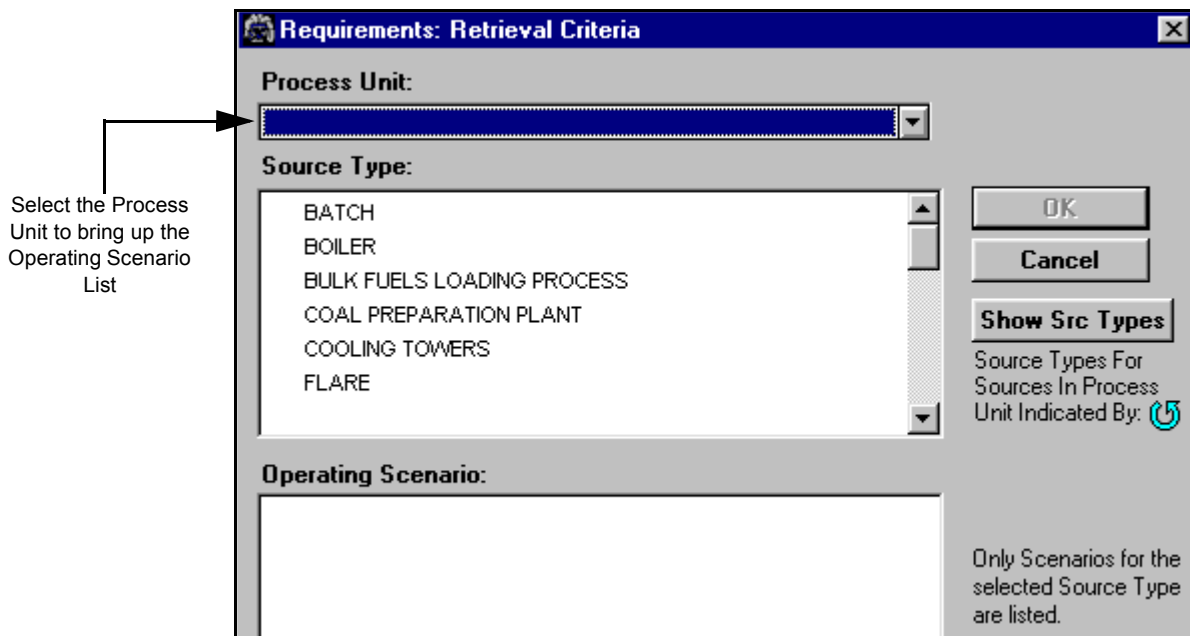


Figure 11.2

Source types are used in the TaskTrakker module to "filter" the Requirement list so that you are not presented with all Requirements in the TaskTrakker module at once. New Requirements that are added by users will also be related to a Source Type.

The Source Type selection will default to the Process Unit's primary source type. Primary source type is defined by the user when creating a Process Unit. A recycle symbol graphic to the left of a Source Types indicates that the selected Process Unit contains at least one Source with this source type. Note that a Process Unit always contains one or more Sources, and each Source has a source type. Multiple Sources in a Process Unit may all have the same Source Type, or they may have different Source Types.

When you click on a selection from the Source Type list, a list of Operating Scenarios is displayed. Operating Scenarios may or may not be Source Type specific, depending on the selections made by the user when the scenario was created. All Operating Scenarios with the selected Source Type are displayed. In addition, the scenarios called *Normal Operating Scenario*, *All Operating Scenarios*, and any other non-source type specific scenarios are displayed. (See [Figure 11.3](#))

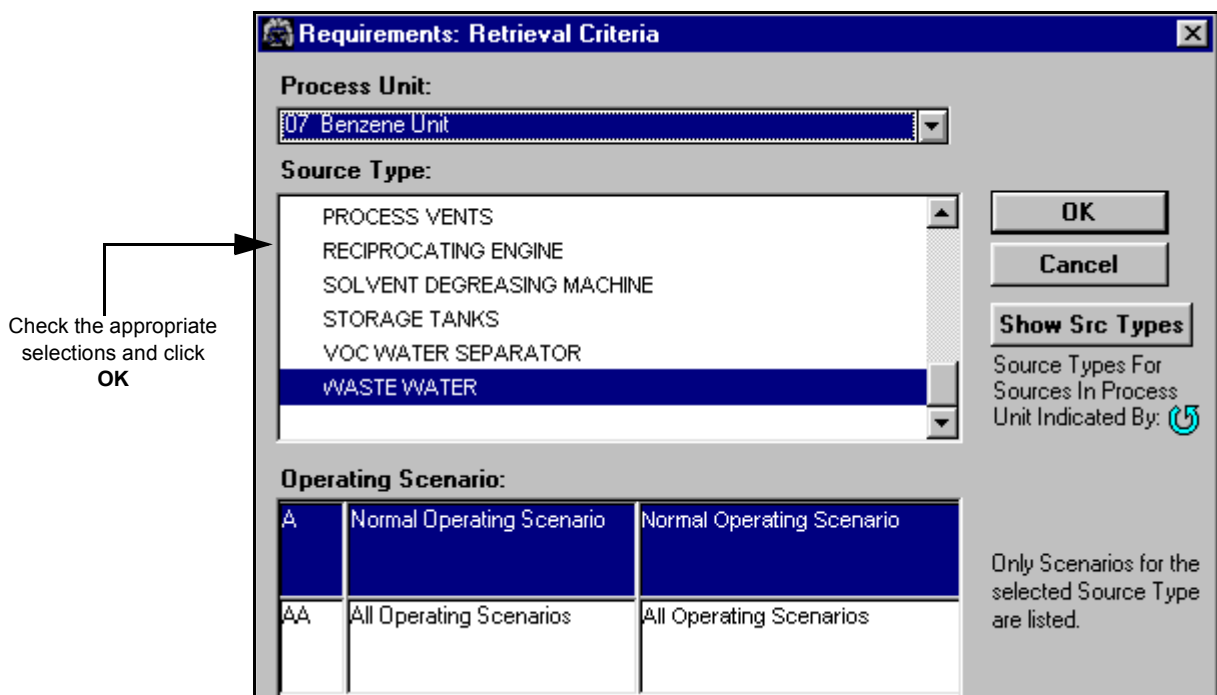


Figure 11.3

If you want to add or change an Operating Scenario, click on the Requirements menu to get the *Operating Scenario Maintenance* window.

After selecting a Process Unit, Source Type, and Operating Scenario, clicking the **OK** button will display the specific Regulatory Requirements that correspond to the selections described above. The Requirements that are displayed on this list are either highlighted, indicating that they have been previously applied to the selected Process Unit, or not highlighted, indicating that they have not yet been applied to the selected Process Unit. This screen displays two additional lists in the lower portion. When you click on a specific Requirement, the list located in the lower left side of the screen provides a selection for Entity Type (i.e., Points, Sources, etc.). Clicking on one of these types will bring up the list located in the lower right side of the screen displaying the specific Emission Points, Sources, etc., that have been previously related to the selected Process Unit. (See [Figure 11.4](#))

Requirements: Entity Assignment

Process Unit: **C1, OXO ALDEHYDES** Source Type: **PERMIT REQUIREMENTS**
 Requirements to Assign: **Op Scenario: NORMAL OPERATING**
■ Indicates that this citation represents a group of citations in the indicated RRT table.

Description	Type of Rule	Name	# Subpart	Comp. Form
	RRT Table	Citation	# Contam	
		RRT Group/Page		
1105.1	Design Std.	NSR	1105	1105.1
		1105.1	/ N/A	
		1105		
Ensure total emissions of all air contaminants are < values in MAERT Table.	Monitoring	NSR	1105	1105-SC01
		1105-SC01	/ VOC	

Entity Type:

- Point
- Source**
- Control Device
- Business Unit

Note: A single requirement may be assigned to only one type of entity.

Entities to Assign:

Source ID	Source Description
OX004T294	EVAPORATOR
OX004T308R	GLYCOL WATER TANK
OX004T321	CONDENSATE TANK

Hold down the CTRL key to select multiple, un-highlighted entries

Figure 11.4

Clicking on a highlighted Requirement will cause an arrow to appear in the lower left list, indicating to which Entity Type the Requirement was assigned. In addition, the specific Entity ID(s) to which the Requirement was assigned is highlighted. If a highlighted Requirement was previously assigned to one of two Emission Points in a Process Unit, for example, only the assigned Point ID will be highlighted. You can either select the highlighted Point to modify previously-entered information or select a Point which is not highlighted to apply the Requirement to this Point for the first time. Note that an individual Requirement cannot be assigned to more than one type of entity.

The Entity Type called Process Unit is used to assign a Requirement directly to a Regulated Process (vs. assigning a Requirement to an Entity within the Process Unit). If the Process Unit was not defined as a Regulated Process, then the Process Entity Type will not be visible in the list.

To change the sort order of the Requirements, or to filter the Requirements displayed, click on the **Sort Filter** SheetBar icon. The **Sort/Filter Requirements** window is displayed. (See [Figure 11.5](#)) Here you can specify the type (Federal or State) of Requirements as well as specific Regulation names and Regulation subparts. When you click on one or more selections in the *Regulation/Permit Type* list, the *Reg/Permit Subpart* list will display the regulation subpart names pertinent to the selected Regulation Name(s). If no Regulation Names or Subparts are selected, then none will be filtered and all of the listed Requirements will be displayed. Permit Requirements will be displayed only when the Source Type "Permit Requirements" has been selected in the **Requirements: Retrieval Criteria** window.

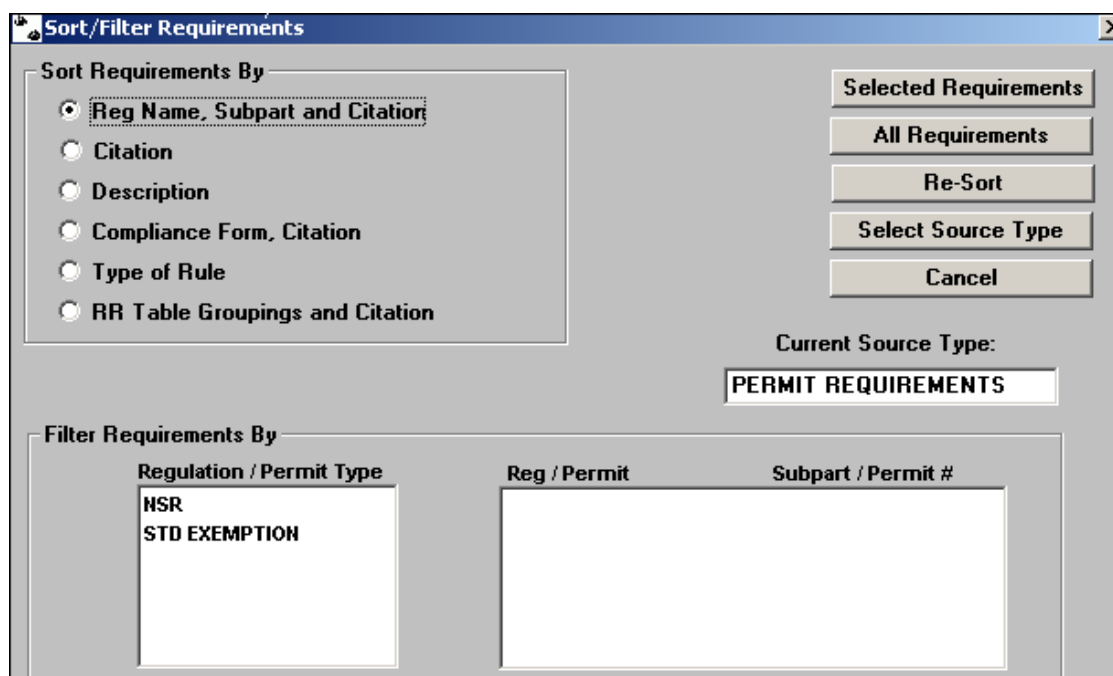


Figure 11.5

11.3 Assigning Requirements to Process Units

Select the Requirement and the Entity ID to which you want to assign the Requirement as specified above. You can assign a Requirement to more than one Entity ID at a time by holding down the <Ctrl> key and clicking multiple Entity IDs. However, this technique can only be used when creating new assignment relationships and not when editing existing relationships. In other words, you can only select one highlighted Entity ID at a time.

Click on the **Assign Reqmt** SheetBar icon to assign the Requirement to the selected Entity ID or Process. From there, a window is displayed that contains all of the information required for Title V Permit recordkeeping. If desired, you may enter a *Regulated Value* and *Units*, if applicable. If you do enter this information, it will be saved as you entered it, even if the default *Regulated Value* for a requirement has been entered differently. The TaskTrakker module has the ability to store the general-case *Regulated Values* as well as Entity-specific *Regulated Values*. An *Actual Value* may also be entered.

Certain compliance determinations may be made in this screen, such as *Compliance Type* and *Status*. These items are self evident on the screen. Applicability is defined in the following manner:

- *Potential*: The Requirement does not apply to the selected Process Unit but could potentially be applied.
- *Applicable*: The Requirement does apply to the selected Process Unit.

To get a listing of all Requirements assigned within the selected Process Unit, click the **Reqmt** SheetBar icon in either the **Requirements: Entity Assignment** window, or the **Requirements: Assignment Detail** window. You may then select a specific Requirement assignment from the list and click the **View Detail** icon to go directly to the assignment detail. (See [Figure 11.6](#))

Figure 11.6

11.4 Requirement Methods

If the Compliance Status is entered as "*To be Confirmed*," you may select a Method for explaining how compliance will be achieved. Click the **"Method for Demonstrating or Achieving Compliance"** button to get a list of Methods. (See [Figure 11.7](#)) The Methods that are available for selection are limited to those Methods that have been entered into the standard Methods list, which is Source Type specific. Changes to the list may be made during the Methods selection process. Be aware that any changes made to a Method will be reflected on any previous assignments of that Method. You may add as many Methods as you wish.

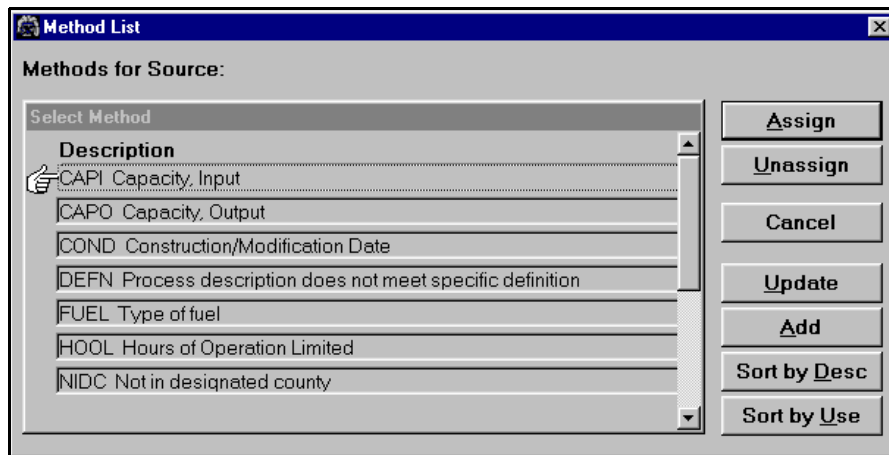


Figure 11.7

11.5 Adding Comments to Requirements

You may select Descriptions and Protocols, also referred to as Comments, for one or more of the following Comment Types: (a) Applicability; (b) Monitoring; (c) Record Keeping; (d) Reporting; (e) Testing; and (f) Other. Select the *Check Box* associated with the comment you wish to add or change. The standard comments that are available for selection in all of these Comments selections are limited to those comments that have been entered in the standard Comments lists, which are both Source Type specific and Comment Type specific. Changes to the list may be made during the Comment selection process by clicking on the appropriate command buttons that appear during the Comment Selection process. The Applicability comment only appears when you have selected an Applicability status of Potential, Not Applicable, in which case no other comment selections appear on the screen.

Be aware that any changes made to a comment will be reflected on any previous assignments of that comment. You may add as many comments as you wish.

Example information that would be included under Comments is described below.

- *Monitoring:* Enhanced or periodic monitoring protocols and descriptions, as well as citations from the regulations.
- *Record Keeping:* Record Keeping protocols and descriptions, including regulatory citations.
- *Reporting:* Reporting protocols and descriptions, including regulatory citations.
- *Testing:* Testing methods and other descriptions as required, including regulatory citations.
- *Other:* Other comments as needed.

11.6 Field Listing

- Description:** Free form description of the regulatory Requirement.
- Req Type:** Enter "F" for federal Requirements (e.g., "NSPS"), "S" for state Requirement (e.g., "Reg I"), or "P" for Permit Requirement.
- Citation:** Citation for referenced regulation (e.g., "60.240 (a)").
- Reg. Name:** Regulation Name (e.g., "NSPS," "Reg VI," etc.).
- Subpart:** Regulation Subpart (e.g., "KKK").
- Unit of Measure:** (Optional Item) Unit of measurement in which the Actual Value or Regulated Value pertinent to this Requirement, if any, is expressed (e.g., "MMSCF").
- Required Value:** (Optional Item) Required value pertinent to this regulatory Requirement, if any (e.g., "90" if 90% control is required for a particular process). This value is often related to regulatory limit for associated compliance task.
- Actual Value :** (Optional Item) Actual value pertinent to this regulatory Requirement, if any(e.g. "80" if 80% is actually controlled for the required process.)
- Section:** (Optional Item) Section of regulatory subpart (e.g., "Applicability").
- Pollutant:** Pollutant Name, for example, PMIO, PM, VOC, SO2, NOX, Pb, HAPS, CO, or N/A if the Requirement does not apply to any specific pollutant. User may also enter their own pollutant or compound up to four letters in length if not found in the list.

Please note that Required Values are not frequently encountered in Federal or State Regulatory Requirements. Therefore, *Unit of Measure*, *Required Value* and *Actual Value* will often be blank.

11.7 Modifying the Master Requirements List

The Master Requirements List that is delivered with the TaskTrakker module contains a large number of State and Federal Regulatory Requirements. It is expected that you will make extensive changes to the Master Requirements List to make it more representative of your site.

Permit Requirements should be added in the [Permit](#) icon. Permit requirements may be edited under the *Requirements Maintenance* main menu selection.

You may revise the Master Requirements List either through the *Requirements Maintenance* main menu selection across the top of the TaskTrakker module start-up screen or via the [Assign Reqmt](#) icon. These procedures, though accessed differently, are functionally identical. The following paragraphs address Master Requirements List maintenance under both procedures.

11.7.1 Modifying Requirements in the "Assign Reqmt" Procedure

After you have clicked on the **Assign Reqmt** icon and selected a Requirement to assign to a Process Unit, you may change the Requirement information that appears on the **Requirements Assignment Detail** window, such as Citation, Regulation Name, and Subpart. The Requirement-specific fields are those fields in the green shaded area of the window. Any change to Requirement information on this window results in a new Requirement being added to the Master Requirements List. Any changes that are made to the *Required Value* and *Units of Measure* fields will be applied by the TaskTrakker module to the selected Process Unit, and no change will be made to the default information for these two fields in the Master Requirements List. New Requirements are added automatically by the TaskTrakker module when Updating (**Update** SheetBar icon) the record, provided that any of the Requirement information noted above has been revised.

To revise default values for *Regulated Value* and *Units of Measure* in the Master Requirements List, and/or to edit Requirements that were added by the user without creating a new Requirement, it is necessary to utilize the *Requirements Maintenance* main menu selection. This procedure is discussed in the next section.

11.7.2 Modifying Requirements from the Requirements Maintenance Menu

The preceding procedure is useful when a user wishes to create a Master Requirement while assigning requirements to plant equipment or operations. Otherwise, the most convenient procedure for modifying Regulatory and Permit Requirements is to click on the *Requirements Maintenance* main menu, and then make revisions as needed. Two different methods are provided:

- Access to the Master List via Source Type selections.
- Access to the entire Master List. (See [Figure 11.8](#))

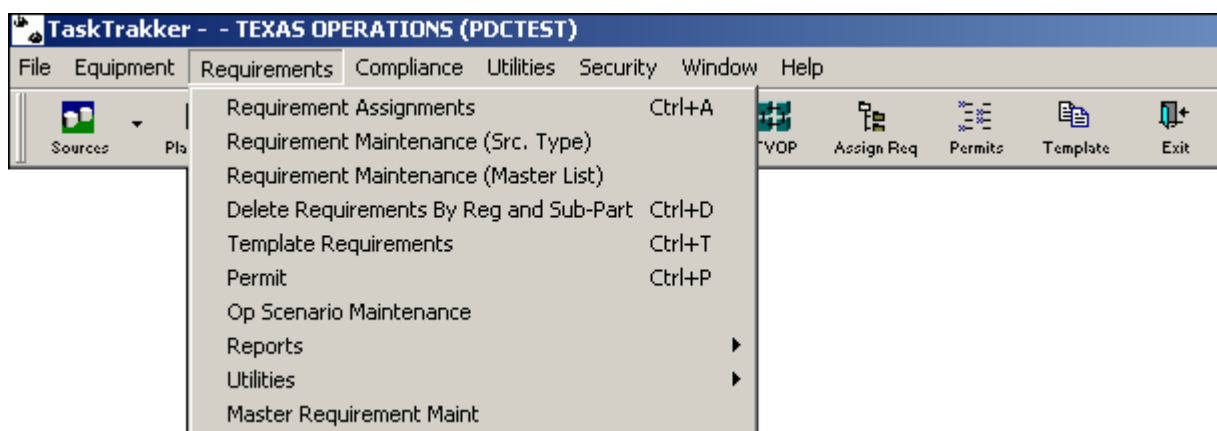


Figure 11.8

SheetBar icons that are displayed during this procedure enable the user to enter information either in a spreadsheet window or in a data entry screen. The spreadsheet listing of Requirements is displayed by clicking the **List** SheetBar icon. Any Requirement in the listing that is double-clicked by the user is accessed in the data entry window; alternatively, editing may be

done entirely in the spreadsheet. The **Update** SheetBar icon will create a new Requirement for revisions to any Requirement that was installed with the TaskTrakker module, except for changes to the *Required Value* and *Units of Measure* fields. Changes to these two fields will modify the default information only, without adding a new Requirement.

Following a change that was made to a Master Requirement that was originally added by the user, you will be prompted for a response to the question, "*Should a New Requirement Be Added?*" If this question is answered *Yes*, a new Requirement will be added to the Master Requirements List. Otherwise, the current Requirement data will be changed. In this manner, users have the ability to use Requirements in their Master Requirements List to provide a basis for adding new Requirements, as well as to modify the contents of Requirements that were previously added without adding a new one. Changes that are made to Master Requirements that are provided with the TaskTrakker module will automatically cause a new Master Requirement to be created.

If the user selects the "*Master List*" method from the *Requirements Maintenance* menu (i.e., instead of "*Source Type*" method), then a **Sort Filter** SheetBar icon (*Sort/Filter*) will appear. When clicked, this icon displays a *Sort/Filter* screen which is nearly identical to the screen that appears when the **Sort Filter** icon is clicked under the **Assign Requirements** icon.

In both cases, the **Sort Filter** icon serves the same purpose, namely, specifying which types of requirements are to be listed on the next screen.

The *Sort/Filter* screen provides selections for Source Type, Regulation Name(s), and Subpart Name(s), which are used by the program to present a filtered list of requirements on the following screen. A check box is also included for specifying State versus Federal Requirements, if available in the Master List. If there are no State Requirements for the selected Source Type, the *State* check box will be grayed out preventing a selection of this option by the user. Permit Requirements may be displayed and edited by selecting the "Permit Requirements" Source Type.

After the *Sort/Filter* screen selections are made, the user clicks on one of the three actions buttons located in the upper right corner of the *Sort/Filter* screen. These buttons are explained as follows:

- Clicking the **All Requirements** button will display all requirements for the selected source type, including State and Federal Requirements, as well as Permit Requirements.
- Clicking the **Selected Requirements** button will display only the highlighted regulation names and subparts, or permit ID #s for specified State and Federal Regulatory Requirements, as well as Permit Requirements.
- Clicking on the **Cancel** button will close the window.

If a button other than **Cancel** is clicked, the TaskTrakker module will display a list of Master Requirements that may then be clicked for editing or deletion.

11.8 Removing a Requirement

The *Requirements Maintenance* selection from the main menu provides the option to remove a Requirement. The procedure is straightforward: from the spreadsheet window, users select the Requirement that they wish to remove, and click on the **Delete** SheetBar icon. The TaskTrakker module determines if the user has a high enough security level for this function (only Level 1 allowed) and reviews the assignments that have been made by the user so far to determine whether or not the Requirement to be removed has been assigned to one or more Process Units. An appropriate message appears on the screen, and you are asked to verify the removal request. If you answer *Yes*, the selected Requirement is removed from the Master Requirements List and all references to it are removed from Process Units and from related Entities.



11.9 NY-Assigning Regulatory Requirements

A custom screen was developed for the NY version of TaskTrakker to perform the assignment of Regulatory Requirements to Sources, Points, and Control Devices. This screen allows users to identify which Process is related to the assignment of a rule to NY's equipment, as required for Title V reporting. This information is important to understand why compliance requirements have been associated with Processes and Equipment on the site, as well as for future management of change.

The *Assign Requirements* screen is shown in [Figure 11.9](#). Each Process and its relationships to Sources, Points, and Control Devices are displayed on the window shown on the left side of the screen. The window that appears on the right side of the screen has two tabs located along the top edge of the window. The tab on the left, labeled "Assigned Rules," shows all citations that have previously been assigned to the selected Process and Equipment Identification Number. The tab on the right, labeled "Assign New Rules," allows users to view all citations that have not yet been assigned to the selected Process and Equipment Identification Number. Therefore, they are available to be assigned and make a new assignment of that rule to a Process and Equipment Item.

Assigned Requirements				
Fed/State	Citation	Reg Number	Reg Subpart	Pollutant
☐ Federal	212.10(a)(2)	6 NYCRR 212	212-	NY998-00-0
☐ Federal	212.4(a)	6 NYCRR 212	212-	
☐ Federal	212.4(c)	6 NYCRR 212	212-	NY075-00-0
☐ Federal	212.5(d)	6 NYCRR 212	212-	108-88-3
☐ Federal	212.6(a)	6 NYCRR 212	212-	
☐ Federal	52.21	40 CFR 52	Subpart A	7446-09-5

Figure 11.9

The screen that appears when users click on the "Assign New Rules" tab is shown in [Figure 11.10](#). The screen is blank when it first appears.



Browse Assigned Requirements

Select Emission Unit: C23002

Process and Equipment Association

Process	Source	Point
ALL	123	
ALL	BD206	
ALL		23002
ALL		62005
ALL		62011
ALL		97001
PTK	BD222	
PTK	BD228	

Assigned Rules | **Assign New Rules**

Get Unassigned Rules | Apply Checked Rules

Fed/State	Citation	Reg Number	Reg Subpart	Pollutant
-----------	----------	------------	-------------	-----------

Figure 11.10

If the user clicks on the command button labeled "Get Unassigned Rules," the program determines which rules have not yet been assigned to the selected Process and Equipment and presents that list to the user, as shown in [Figure 11.11](#).

Browse Assigned Requirements

Select Emission Unit: C23002

Process and Equipment Association

Process	Source	Point
ALL	123	
ALL	BD206	
ALL		23002
ALL		62005
ALL		62011
ALL		97001
ALL		97002
ALL		97003
ALL		
Alternative		
PTK	BD228	

Assigned Rules | **Assign New Rules**

Get Unassigned Rules | Apply Checked Rules

Fed/State	Citation	Reg Number	Reg Subpart	Pollutant
☐ Federal	-	40 CFR 60	Subpart Kb	NY998-00-0
☐ Federal	201- ()	6 NYCCR 201	201	
☐ Federal	212- (4)	6 NYCCR 212	212-	
☐ Federal	212.10 (a) (2)	6 NYCCR 212	212-	NY998-00-0
☐ Federal	212.10 (c) (4) (i)	6 NYCCR 212	212-	NY998-00-0
☐ Federal	212.10(a)(2)	6 NYCCR 212	212-	NY998-00-0
☐ Federal	212.10(c)(4)(iii)	6 NYCCR 212	212-	NY998-00-0
☐ Federal	212.11(b)(1)	6 NYCCR 212	212-	
☐ Federal	212.4(a)	6 NYCCR 212	212-	
☐ Federal	231-2.2 (j)(3)	6 NYCCR 231	231-2	NY998-00-0

Figure 11.11

On each row there is a checkbox in the left column that may be used to indicate that a rule should be assigned to the Process and Equipment. Several rules may be checked at one time and assigned to the Process and Equipment with a single click on the "**Apply Checked Rules**" command button. This action will assign the rules to the selected Process and Equipment.

Pollutant codes may be associated with Citations by clicking on the *Requirements* menu and selecting "*Requirements by Source Type*," and then clicking on the rule for which a pollutant will be assigned from the list. A convenient drop-down list appears on the upper right portion of the screen that shows CAS Numbers that have been defined in the CALCS module. The *Requirements Detail* screen is shown in [Figure 11.12](#).



Figure 11.12

Users may also click on the **Reqmts** icon, which is short for "Requirement List," on the *Sources*, *Points*, or *Control Devices Detail* screens to view assigned rules. In addition, the Management Reports that are accessed under *File* menu show assigned requirements by Equipment, as well as by Unit.

For those rule assignments that involve one or more compliance tasks, the assignment of a rule to a piece of equipment will automatically add all of the compliance tasks that have previously been defined for the Compliance Form that is associated with that rule to the piece of equipment. Using this feature, users can decide in advance which compliance tasks should be performed to maintain compliance with each rule that will be assigned to equipment in advance of the assignment of rules to equipment.

The Compliance Management Plan, which is a term that denotes the assignment of tasks to all of the equipment in the plant, can be developed or expanded merely by assigning rules. Once assigned in this manner, compliance tasks may be edited from their "generic" descriptions and schedules to be more accurately stated in relation to a specific piece of equipment. The Compliance Management Plan is discussed in [Chapter 15](#).



Chapter 12: TITLE V OPERATING PERMITS (TVOPs)

12.1 About TVOPs

A Title V Operating Permit (TVOP) is a listing, or codification, of all pertinent Federally applicable guidelines relating to the operations and equipment at an Operating Facility. The scope of a TVOP in the TaskTrakker module is defined by the grouping of Process Units that will be permitted together by the regulatory agency. This grouping must adhere to certain guidelines set forth by the regulatory agency. Please consult the agency instructions and policies for further explanation of these guidelines.

The TaskTrakker module requires that a TVOP be wholly contained within a single Operating Facility. Each Operating Facility can contain multiple TVOPs, although regulatory agency rules should be consulted to determine how to subdivide your plant into permitting areas.

12.2 Working with TVOPs

To begin working with TVOPs, click on the **TVOP** icon. (See [Figure 12.1](#))

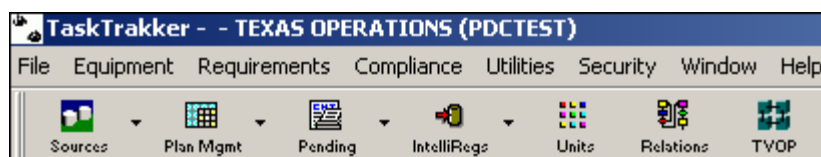


Figure 12.1

If there are no TVOP records on file, a dialog box with the message, "No TVOP Items On File, Please ADD!" will appear. The **TVOP Detail** window opens with the list. Selecting a TVOP from the list will bring up the data entry window where you may modify the current data.

(See [Figure 12.2](#))

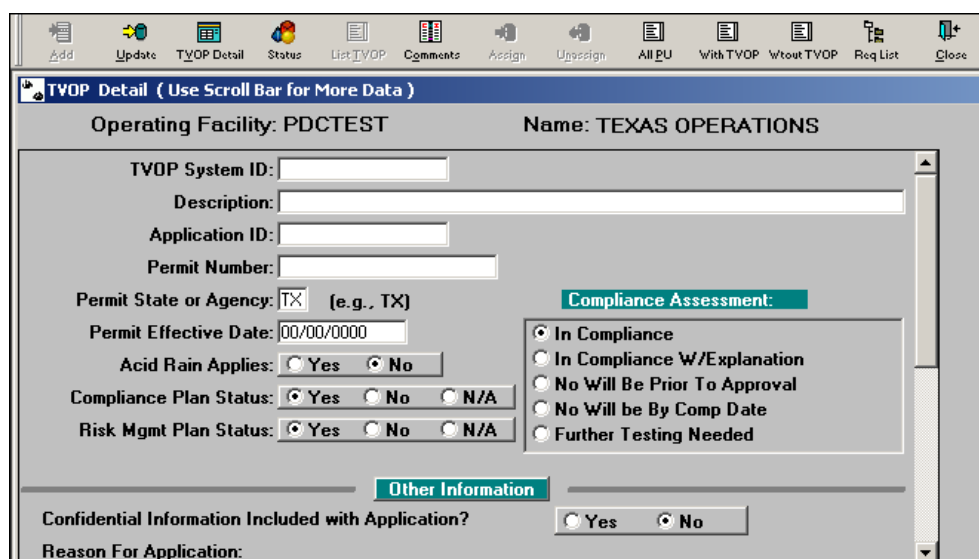


Figure 12.2

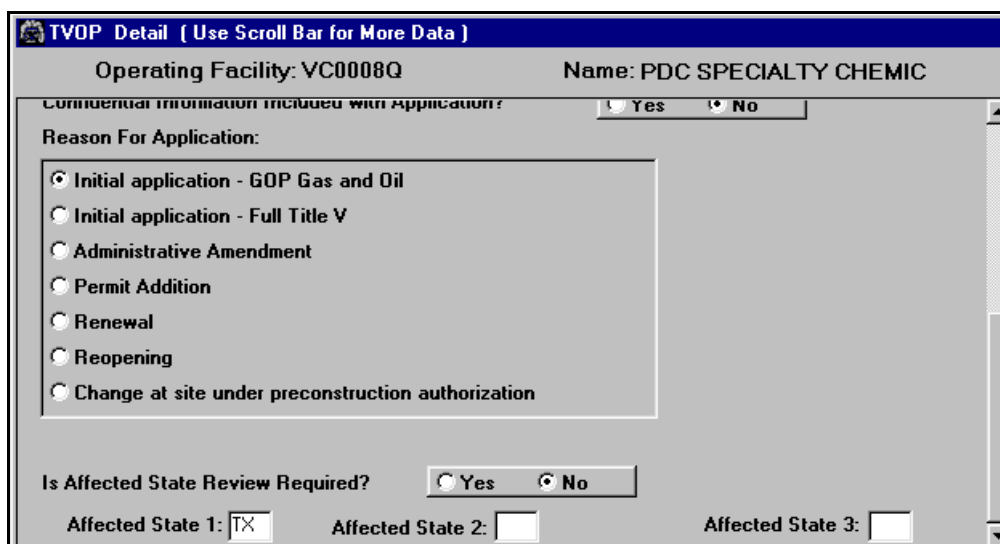
Once in the **TVOP Detail** data entry window, you have several options as to how you wish to work with TVOPs. The basic functions of adding, modifying, and working with Comments are the same as in other sections. However, other functions, such as assigning Process Units to TVOPs, are also available. Please read the sections below concerning assignment procedures.

12.3 Adding a TVOP

From the **TVOP Detail** window, click on the **Add** SheetBar icon. This will bring up the data entry form with a scroll bar to the right. Enter the data in the fields by using the **Tab** key or by positioning the mouse on an appropriate field and clicking to move the cursor further down the form. When you are finished adding data, click on the **Update** SheetBar icon which will update the record to the database. Failure to click on the **Update** SheetBar icon after editing any record will mean that the record is not added or updated to the database.

12.4 Modifying an Existing TVOP

From the **TVOP Detail** window, click on the desired TVOP that you wish to modify from the list. This will bring up the listing of that TVOP record in the data entry form. Since not all fields are in view, if you need to make changes to a field toward the bottom of the form, use the scroll bar to the right of the screen to take you down to the appropriate fields. (See [Figure 12.3](#)) Once you have made the necessary changes, click on the **Update** SheetBar icon, which will update the record in the database. As above, failure to update the record will mean that any changes are lost.



The screenshot shows the 'TVOP Detail (Use Scroll Bar for More Data)' window. At the top, it displays 'Operating Facility: VC0008Q' and 'Name: PDC SPECIALTY CHEMIC'. Below this is a section for 'Confidential Information Included with Application?' with 'Yes' and 'No' radio buttons. The 'Reason For Application:' section contains a list of options with radio buttons: 'Initial application - GOP Gas and Oil' (selected), 'Initial application - Full Title V', 'Administrative Amendment', 'Permit Addition', 'Renewal', 'Reopening', and 'Change at site under preconstruction authorization'. At the bottom, there is a section for 'Is Affected State Review Required?' with 'Yes' and 'No' radio buttons. Below this are three text boxes for 'Affected State 1: TX', 'Affected State 2:', and 'Affected State 3:'.

Figure 12.3

12.5 Adding or Modifying a Comment

Adding or modifying a Comment record in TVOPs is the same as in other sections. To add a comment to a TVOP, select the desired TVOP from the **TVOP Detail** window. This will bring up the detail listing form of that TVOP. Click on the **COMMENTS** SheetBar icon, which will bring up the **Comment** window. This window is a free form text box where you can enter any information necessary. Once the information has been added, click on the **OK** button to add the comment record to the database.

To modify an existing comment on a resident TVOP, click on the desired TVOP from the **TVOP Detail** window. That will bring up the detail listing form for that TVOP. Click on the **COMMENTS** SheetBar icon, and the current comment record will appear in the **Comment** window. The cursor will be positioned at the beginning of the text, so if you wish to append text from the bottom of the currently entered data, position the mouse where you wish to append text. If you wish to make complete changes to the current entry, select the **Clear Text** button, which will remove all text. At that point, you may enter the desired text.

To delete a comment record, select the TVOP that you wish to modify from the **TVOP Detail** window. Click on the **COMMENTS** SheetBar icon, which will bring up the current Comment record for that TVOP. Click on the **Delete** button, and the entire comment record is deleted. Please note that you should use this option only when you no longer need comments associated with this TVOP.

12.6 Assigning Process Units to TVOPs

From either the list view or the detail view of the **TVOP Detail** window, there are three SheetBar icons used to display lists of assigned and unassigned TVOPs to Process Units. (See [Figure 12.4](#))



Figure 12.4

Clicking on the **All PU** SheetBar icon will bring up a list entitled **List All Process Units**. This is just a listing; you are not able to edit any data from this view. If you select a TVOP before opening this list, you may either click on the **TVOP Detail** SheetBar icon which will take you to the detail view of that TVOP, or the **List TVOP** SheetBar icon which will take you to the TVOP list. To assign Process Units to TVOPs, you must select the desired TVOP from the list view of the **TVOP Detail** window. Once the TVOP is selected, click on the **Wtout TVOP** SheetBar icon. This will bring up the list of Process Units that are not assigned to the currently selected TVOPs. To assign the current TVOP to the Process Unit, click on the **Assign** SheetBar icon. This will make the assignment in the database. There is no need to click on the **Update** SheetBar icon to update this because it is done automatically.

To unassign Process Units to the selected TVOP, click on the **With TVOP** SheetBar icon. This will bring up the list of Process Units that are currently assigned to the selected TVOP. Click on the desired assignment from the list, and then click on the **Unassign** SheetBar icon. This will delete the assignment. From there, click on either the **List TVOP** SheetBar icon to display the list of TVOPs or the **TVOP Detail** SheetBar icon to display the detail of the currently selected TVOP. Please note that these lists that are displayed by clicking on either the **With TVOP** or the **Without TVOP** SheetBar Icons are the ONLY place that the **Assign** and **Unassign** SheetBar icons will perform their functions.

12.7 TVOP Status

The **TVOP Status** window (that is engaged by clicking on the **Status** SheetBar icon) is a project management tool in the TaskTrakker module that records various dates that could be useful. (See [Figure 12.5](#)) This tool is a log or status overview of where you are in relation to the Title V project. This screen is self explanatory, as much of what is entered consists of dates and percentage of completion estimates.

The screenshot shows the 'TVOP Status' window. At the top, it displays 'Operating Facility: VC0008Q' and 'TVOP ID: 1'. To the right, it shows 'Name: PDC SPECIALTY CHEMICAL' and 'Name: Title V Permit Application for A'. Below this is a table with the following columns: 'Stage Description', 'Numb. of Months', 'Beginning Date', 'Complete', and 'Percent Compt.'. The table contains six rows of data. At the bottom of the window, there are fields for 'Next Action', 'Date', '% Comp.', 'Last Agency Resp.', and 'Agency Resp. Date'.

Stage Description	Numb. of Months	Beginning Date	Complete	Percent Compt.
TVOP In Preparation	12	04/11/1997	00/00/0000	1.00
TVOP In-House Staff Review	4	00/00/0000	00/00/0000	0.00
TVOP Management and Legal Review	4	00/00/0000	00/00/0000	0.00
TVOP Submitted To Agency	1	00/00/0000	00/00/0000	0.00
TVOP Completeness Notice Received	4	00/00/0000	00/00/0000	0.00
TVOP Public Notice Posted	6	00/00/0000	00/00/0000	0.00

Next Action: Scott to review ADN prototype Date: 04/16/1997 % Comp: 0.00
Last Agency Resp: Agency Resp. Date: 00/00/0000

Figure 12.5

A scroll bar to the right of the screen will take you to the necessary status. Click the mouse on the appropriate field you wish to edit. Once the pertinent data is entered, click on the **Update** SheetBar icon, which will update the record to the database. You may also add comments to the status topics, as in other sections of the TaskTrakker module.

12.8 Field Listings

TVOP System ID: Key field in detail listing. Unique identification for TVOP record.

Desc: Description of TVOP record.

Application ID: Agency identification number for Title V Application.

Permit Number: Agency Identification number for Permit, which will often be the same as Application ID.

Permit Effective

Date: List the date the Permit went into effect.

Compliance

Assessment: Choose one selection from the list of 5 items.

Acid Rain Applies: Select either Yes or No.

Compliance

Plan Status: Select either Yes, No, or Not Applicable, depending on the status of your Compliance plan.

Risk Management

Plan Status: Select either Yes, No, or Not Applicable, depending on the status of your Risk Management Plan.

Confidential

Information: Select either Yes or No as to whether there is confidential information included in your permit application.

Reason for

Application: Select the most appropriate reason for the Title V application from the list of the 7 items.

Is Affected State: Select either Yes or No as to whether the Affected states' regulatory agency needs to review the application.

Affected State

1, 2, 3: Enter in the necessary fields the state affected from the permit application.

Chapter 13: TEMPLATES, PERMITS, AND REPORTS

13.1 Using Templates

The System has three types of templates that may be used to speed up the process of assigning requirements to equipment. A template is used to copy a set of requirements from one Entity to another Entity. The template section is entered by clicking on the **TEMPLATE** icon which will take you to the *Entity Type* window. (See [Figure 13.1](#))



Figure 13.1

The first type of template is the **Cross Ref.** template, which takes the whole set of Requirements for one Process Unit and copies them to another Process Unit in the same Operating Facility. You select the “*From*” Process Unit (the one with the desired requirements) from the list and then click the “*To*” and then the Process Unit (the one without requirements that you want requirements copied into) from the list, and all the requirements get copied when the process is updated to the database. The **Cross Reference** template can only be used within a plant site.

The **Entity Type** template is the second type of template and copies only those requirements specific to the Process Unit and entity(s) which you select. For example, there may be certain requirements you want copied for Points but not for Control Devices. Under the **Entity Type** template, you select the entity types to which you wish to have requirements copied. If a “*From*” Requirement is associated with an Operating Scenario that does not exist on the “*To*” side, then that scenario is automatically templated to the “*To*” side. You may also select whether or not to template the tasks associated with the requirements. The **Entity Cross Reference** template may be used to copy requirements from one operating facility to another.

The final type of template is the **Scenario** template, which is similar to the **Entity Type** template but copies scenarios from one operating facility to another based upon the user’s directions.

To exit each section, click on the **Close** SheetBar icon.

13.2 Permits

Permit assignment to Process Units, Emission Units, Emission Points, and Control Devices takes place under the **Detail** window for each entity type. The standard list of Permits is maintained in the Permit Assignment module. To enter the Permit Assignment module, click on the **PERMITS** icon. From there you will be able to either view, add, modify, or delete Permits that have been entered under the major headings of Standard Exemption, Special Exemption, and several types of construction and operating permits (e.g., PSD, NSR, etc.) (See [Figure 13.2](#))

Permits							
Permit Type	Permit Number	Permit Description	Issue Date	Exp Date	Permit Auth.	Notify 3 Mo Prior To Expiration	
NSR (New Src. Review)	1105	Intellitask Import			TX	☐ Yes	☐ No
NSR (New Src. Review)	1329	Intellitask Import			TX	☐ Yes	☐ No
NSR (New Src. Review)	17578	Intellitask Import			TX	☐ Yes	☐ No
NSR (New Src. Review)	17579	Intellitask Import			TX	☐ Yes	☐ No
NSR (New Src. Review)	17833	Intellitask Import			TX	☐ Yes	☐ No
NSR (New Src. Review)	17939	Intellitask Import			TX	☐ Yes	☐ No

Figure 13.2

After entering Permits, the user may enter Permit Requirements using the **Make Req** SheetBar icon. These requirements will be added to the Master Requirements List with a Source Type of “Permit Requirements.” Requirements may be edited using the maintenance functions that are provided under the *Requirements Maintenance* main menu selection at the top of the main screen.

The data entry sub form for Exemptions and Permits is the same. The Permits data entry form comprises the following fields, all of which require entries.

Permit Type: Type of construction or operating permit.

Permit

Number: List the identification number of the applicable permit or approved exemption, including version identifier where applicable.

Description: List a description of the applicable permit.

Permit Auth.: List the two letter abbreviation for the State that the permitting agency represents.

Notify 3 Mo

Prior to

Expiration : Indicate Yes/No to set an e-mail reminder to notify user 3 months prior to the associated permit expiration date..

Issue Date: List the date the applicable permit for this equipment was issued.

Exp Date: List the permit expiration date.

To assign a Permit or an Exemption to a piece of equipment or Process Unit, select the entity from the appropriate list and click on the **PERMITS** SheetBar icon. A window entitled **Permits Assignment Window** will appear with the subtitle **Permits For This Facility**. (See [Figure 13.3](#))

Permit Type	Permit Number	Permit Description	Issue Date	Exp. Date	Permit Auth.	Co Only
NSR (New Src. Review)	1105	Intellitask Import			TX	☐
NSR (New Src. Review)	1329	Intellitask Import			TX	☐
NSR (New Src. Review)	17578	Intellitask Import			TX	☐
NSR (New Src. Review)	17579	Intellitask Import			TX	☐
NSR (New Src. Review)	17833	Intellitask Import			TX	☐
NSR (New Src. Review)	17939	Intellitask Import			TX	☐

Buttons: Assign, Remove, Save, Close, Add New Permit

Permit Type	Permit Number	Description	Issue Date	Exp. Date	Permit Auth.	Co Only
-------------	---------------	-------------	------------	-----------	--------------	---------

Figure 13.3

There will be a list of Permits, if previously added, that fit under the type of Permit that you selected to open the list. If there are no permits, there will, of course, be no list. Select **Cancel** to go back to the **Detail** window. Additional buttons at the bottom of the screen provide **Add** and **Remove** functions. The **OK** button updates the assignment.

13.3 Requirement List Reports

Reports are available in several sections of the TaskTrakker module. Some reports are intended to be viewed on-screen or printed for a "quick review," while other reports are designed to be used in a more formal way.

Requirement List reports are frequently used to review applicable rules that have been assigned to Entities and Process Units. These reports are produced by using the **List** icon when any **Entity Detail** screen is displayed. They can also be produced at each step of the Assign Requirements (**Assign Req** icon from main FrameBar) procedure. The Requirement List report is meant for a quick review. When produced at the Unit level, the Requirement List report shows all applicable rules for all equipment in the Unit by Operating Scenario. When produced at the Entity level, the Requirement List report shows all applicable rules for the selected piece of equipment by Operating Scenario for all Units in which the rule was found to be applicable, along with Actual and Required Values. [Figure 13.4](#) shows a typical Requirement List report for a Source.

Requirements Assigned to Source 10TFL018

Filter By: Reg: Subpart:

Assigned Requirements

Process Unit: Operating Scenario:

Src Type	Reqmnt Description	Reg Name Subpart	Citation	Req'd Value	Actual Value	Unit of Measure	Type of Rule
STORAGE TANKS	After dates in part 63, no person may operate source without complying w/ MACT A stds unless have extension or exemption of compliance by 63.6(i) or (j)	MACT A	63.5(b)(5)				Design Std.
STORAGE TANKS	Develop and implement a QC program as outlined in 40 CFR 60 Appendix F	NSPS A	60.13(a) & App. F				Recordkeeping
STORAGE TANKS	Notify the TNRCC (30 days prior) of the CMS performance evaluation	NSPS A	60.7(a)(5)				Reporting
STORAGE TANKS	Applicability - Storage Vessels for Petroleum Liquids	NSPS K	60.112(a)				Design Std.

Figure 13.4

13.4 Management Reports

Management Reports, which are found under the *Compliance* menu selection on the COMPASS-TaskTrakker main screen, provide more formal reports showing applicable rules. There are numerous other management reports available under Requirements menu, which will show applicable rule assignments by Unit, Entity, Reg, Permit etc. Figure 13.5 shows the toolbar that appears when Management Reports are accessed.

Compliance Utilities Security Window Help

- Task Management
- Reports
- Management Reports**
 - Master Task List
 - Entity / Task / Limit Spreadsheet
 - Environmental Management Chart
 - Task Count By Frequency and Source Type
 - Task Count By Source Type and Frequency
 - Task Reduction By Grouping
 - Task Management Detail Report
 - Task Management Summary Report
 - Compliance Rating Analysis Report
 - Equipment Level Tasks Changed Since Import
 - Assigned Citations and Related Tasks
 - Task Grouping Report
- Compliance Utilities
- History Management

Figure 13.5

Figure 13.6 and Figure 13.7 show typical Management Reports, showing applicable rules by Process Unit and by Entity, respectively.

 Print		 Exit				
Regulatory Requirements "In Compliance" Report By Process Unit						
Report Date: 12/21/00			Account: VC0008Q			
Entity Type	Entity ID	Regulation Name	Sub Part	Citation	Required Value	Actual Value
Requirement Description						
Process Unit: 10						
Source	10FLR001	NESHAP	FF	61.345(a)(3)(ii)		
Closed vent system and control device designed and operated in accordance with 61.349						
Source	10FLR002	NESHAP	FF	61.345(a)(3)(ii)		
Closed vent system and control device designed and operated in accordance with 61.349						
Source	10TFL015	NSPS	K	60.112(a)		
Applicability - Storage Vessels for Petroleum Liquids						
Source	10TFL015	NSPS	Kb	60.112b(a)(1)(i)		
IFR to float on liquid surface at all times, except init fill, emptying, refilling. When on leg supports, the process of filling						
Source	10TFL015	NSPS	Kb	60.112b(a)(1)(iv-ix)		
IFR: fitting controls - covers, gaskets, etc						
ENTITY TYPE: (S)ource, (P)oint, (C)ontrol Device, Process (U)nit.						

Figure 13.6

 Print		 Exit				
Regulatory Requirements "In Compliance" Report By Entity Type and ID						
12/21/00		Account VC0008Q				
Entity Type	Entity ID	Process Unit	Reg Name	Subpart	Citation	Description
S	10FLR001	10	NESHAP	FF	61.345(a)(3)(ii)	Closed vent system accordance with 61
S	10FLR002	10	NESHAP	FF	61.345(a)(3)(ii)	Closed vent system accordance with 61
S	10TFL015	10	NSPS	Kb	60.112b(a)(1)(i)	IFR to float on liquid refilling. When on liquid refilling shall be done

Figure 13.7

13.5 Analytical Reports

Analytical Reports which are used as Quality Control Reports, which are found under the *File* menu selection on the COMPASS-TaskTrakker main screen, provide a broad range of reports that may be used to review and quality assure data. Options include Equipment Relationships, Standard Comments, Assigned Rules, and Rule Assignment Frequency (among others). [Figure 13.8](#) shows the selection menu for *Quality Control Reports*.

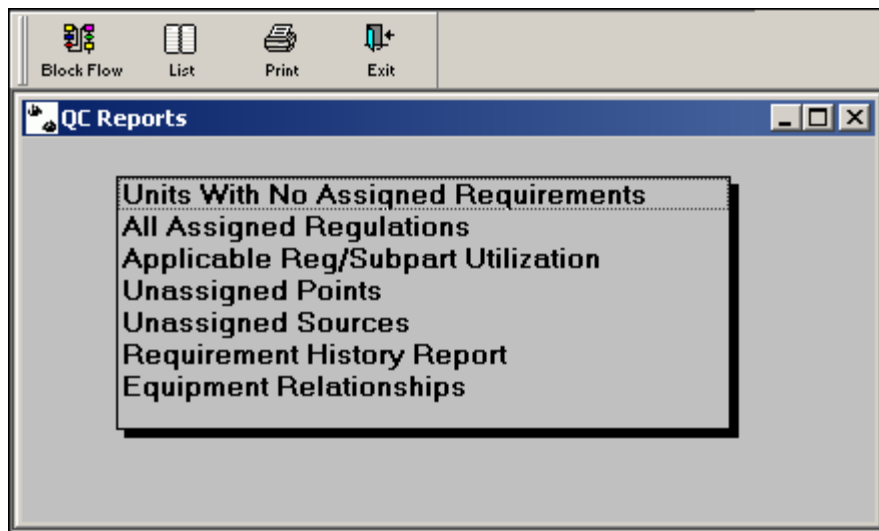


Figure 13.8

[Figure 13.9](#) shows the frequency with which rules have been assigned to Entities in the COMPASS-TaskTrakker module. This report is significant because it urges users to be aware of the impact of changes in rules and regulations following a future agency amendment.

Applicable Regulation Utilization Report		
Applicable Reg/Subpart Utilization For Acct: VC0008Q		
Report Date: 12/21/00		
Reg Name	Subpart	Times Referenced
MACT	A	14
MACT	CC/G	2
MACT	F	1
NESHAP	FF	6
NESHAP	Y	19
NSPS	A	20
NSPS	K	11
NSPS	Ka	11
NSPS	Kb	39
NSPS	NNN	9
NSPS	RRR	4
NSR	7186	2
Total References To Applicable Regs:		138

Figure 13.9

Figure 13.10 shows the Equipment Relationships report.

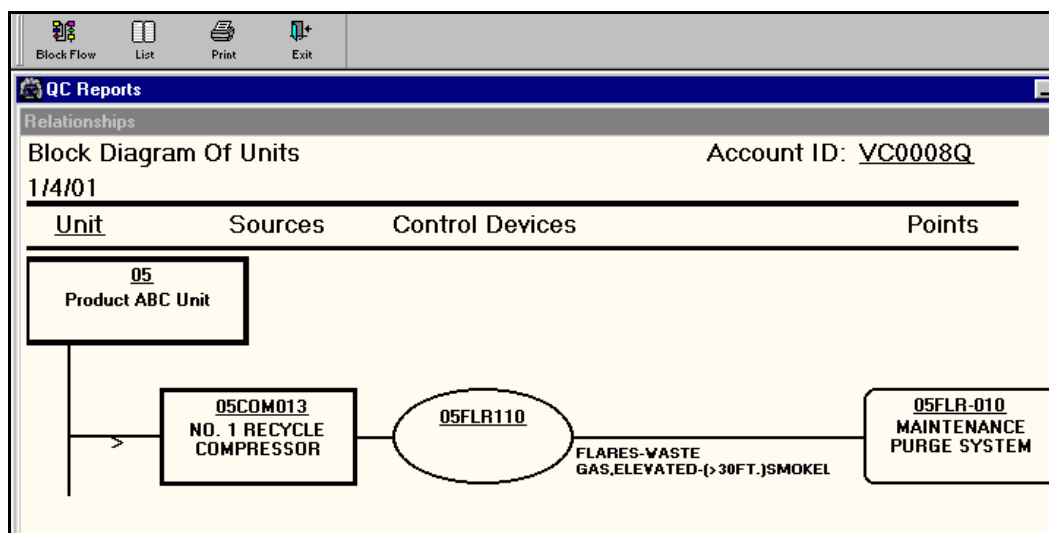


Figure 13.10

Figure 13.11 shows the Requirement History Report. This report is considered to be critically important to users due to the fact that it shows not just the currently assigned requirements but also the rules assigned to the Entity during former time periods. Because Notices of Violation from regulatory agencies often cite an alleged violation from an earlier time period, companies need to know which rules were applicable at any point in time in addition to their currently-assigned rules and regulations.

Figure 13.11 is a screenshot of the 'Requirement History Report'. The window title is 'Untitled'. The report title is 'Assigned Applicable Requirements History Report By F'. The report shows a table of assigned applicable requirements. The table has columns: 'Req. ID No.', 'Op Scenario', 'Effective Date', 'End Date', 'Citation', and 'Reg. ID'. The data rows are:

Req. ID No.	Op Scenario	Effective Date	End Date	Citation	Reg. ID
100056	A	3/18/97		63.5(b)(5)	MACT
After dates in part 63, no person may operate source without complying w/ MACT A stds unless have exte					
20352	A	10/1/96		60.7(a)(5)	HSPS
Notify the TNRCC (30 days prior) of the CMS performance evaluation					
100805	A	8/11/89		60.112b(a)(1)(i)	HSPS
IFR to float on liquid surface at all times, except init fill, emptying, refilling. When on leg supports, the pro					

Figure 13.11

Additional Quality Control reports show applicable rules, agency protocols for monitoring, record keeping, etc., and compliance methods that have been inserted into the standard list.

Chapter 14: DEFINITIONS

The following is a list of terms and definitions pertinent to the TaskTrakker module. Each user's regulatory agency may interpret these terms differently from the definitions shown below.

Air Dispersion

Modeling: Simulation to determine if an area will meet specific guidelines in the future. Agency modeling is conducted for large areas and takes into account information gained from the emission inventory, mobile source inventory, and biogenic sources.

Applicable

Requirement: A federal or state regulatory citation, or permit provision, that regulates equipment and activities at a site.

Clean Air Act: Enacted in 1970, amended in 1977, and overhauled in 1990 which federalized air pollution control regulation. The 1990 supplement added permit programs and strengthened enforcement provisions of the act.

Compliance

Certification: A signed assurance by a company's senior officer that acknowledges good faith adherence to regulatory requirements.

Emission Unit: Any Entity (Source, Point or Control Device) which can be either a piece of equipment or an activity (e.g. Boiler, Painting, Engine, etc.), that has been assigned one or more federally-applicable rules that appear in a company's Title V Permit.

Federally Applicable

Requirements: Guidelines established by Federal Law (such as the Clean Air Act,) Permits issued by Federal Agencies in Ozone Attainment areas, or State Implementation Programs. These requirements are federally enforceable.

Federal Implemen-

tation Plan: Imposed upon states by the EPA if submitted State Implementation Plan is inadequate, not enforced, or state fails to submit any such plan. Must be imposed by EPA within 2 years after the date that the state was required to have submitted proper plan.

Federal Operating

Permit: A Title V Operating Permit which requires ongoing regulatory compliance to applicable regulations. State rules determine which facilities must be permitted.

FrameBar: A feature of the System that has toolbar type "buttons" resident on the Windows. The FrameBar may be configured to user specification.

Master Requirement

List: The complete listing of regulatory requirements relating to source types, including those supplied with the System Application and others entered by you.

New Source Performance Standards:

Regulations for operating new or modified plant processes, or sources of emissions. Must be addressed in Title V.

Operating Facility:

A contiguous plant that contains one or more areas subdivided into one or more Title V Operating Permit Areas.

Operating Requirements:

Procedures and protocols relating to monitoring, record keeping, reporting, and other plant operations.

Requirement:

In the System, a Regulatory citation or data item relating to plant equipment or operations.

Potential Requirement:

Procedure that would be Applicable if not for certain conditions as specified by the applicant.

Process Unit:

A collection of Entities consisting of Sources and may also include a Point and/or Control Device.

Relationship:

An equipment configuration unique Cross Reference that has been assigned to a Process Unit. A collection of Entities consisting of a Sources and may also include a Point and/or Control Device.

SheetBar:

A 'sub menu' toolbar which relates to the specific functions of listing and data entry.

Stage I Ozone Controls:

Regulations that affect industry directly and rarely impact consumers, such as pressure vacuum, and other plant equipment standards.

Stage II Ozone Controls:

Regulations that have some impact business directly and consumers indirectly, including emission decreasing equipment that people interact with, such as hoses on gasoline pumps.

Stage III Ozone Controls:

Regulations that have direct impact on consumers, such as lawn mowing or outdoor grilling standards.

State Implementation Program:

Documents signed by each state's governor setting forth what actions the state will take to bring its air quality under federally acceptable standards. Once approved by the EPA, these programs are federally enforceable.

Technology Based Standards:

Control requirements for the building of Emission Units and other equipment.

Title V:

Section of the Clean Air Act that deals with Federal Operating Permits.

Title V Operating Permit:

A listing, or codification, of all pertinent federally applicable guidelines relating to a source, point, or other piece of equipment, or a group of sources, points, or other pieces of equipment. In the System, the pertinent equipment may be grouped together for the purpose of listing guidelines.

CHAPTER 15: COMPLIANCE MANAGEMENT

15.1 Overview of Compliance Management

Title V Operating Permits have changed the way many companies keep track of compliance. A company may need to certify its compliance with applicable rules on a periodic basis, usually twice per year. Equipment and operations that are not yet in compliance with applicable rules must be listed in deviation reports in the case of Title V-permitted facilities, along with explanatory information and planned remedies. Civil and criminal penalties may be assessed for a company's failure to file accurate and timely reports. These developments, along with ISO 14000 and industry initiatives, have established a high standard of performance for compliance assurance systems such as the COMPASS.

The COMPASS-TaskTrakker module is designed to meet the needs of companies who are interested in secure, thorough, and continuous recordkeeping of regulatory compliance assurance information. Deviation reporting based on compliance "history" data stored in the COMPASS database can save the company time in producing compliance reports while improving accuracy.

A complete and detailed regulatory applicable analysis of the company's facility is a fundamental step in achieving the goal of continuous compliance. PDC Corp provides an automated system, IntelliRegs, to determine applicable rules based on guidelines published by the TCEQ, a state agency in Texas that deals extensively with air quality issues. Applicable rules and associated Entities may be uploaded into TaskTrakker from IntelliRegs, if that tool was used, or uploaded from a user-supplied data file. Otherwise, applicability may be entered into the COMPASS directly. The use of applicability templates in the COMPASS can speed up this process significantly and, at the same time, assist users to standardize their baseline information.

After establishing the applicability of regulatory citations, permit provisions, and any other rules to all Entities in the facility (by operating scenario, if necessary), users are ready to create a master plan to define compliance verification procedures and schedules. In the TaskTrakker module, this master plan is referred to as the Compliance Management Plan, or "CMP." This plan contains all of the tasks that must be performed, as well as the names or job descriptions of responsible staff, standard methods to be followed, and the required frequency for completing all tasks ("task attributes").

Several different approaches may be used to develop the CMP in the TaskTrakker module. **IntelliRegs**, from PDC Corp, offers an efficient and standardized methodology for creating a CMP and enables direct update when rules are amended by the regulatory agencies for management of change. The full text of applicable rules can be used to define tasks and task attributes in IntelliRegs, and convenient drop-down lists of previously defined attributes, such as method and data retention time, help standardize all aspects of compliance task definition.

These generic task lists and task attributes can be uploaded into the TaskTrakker module and used to create equipment-specific task lists with a high degree of precision and standardization.

Otherwise, the CMP can be created in the COMPASS directly using a combination of manual data entry and templates.

Either way, major advancements are possible using the TaskTrakker module in demonstrating compliance with even the most extensive list of requirements for Operations, Monitoring, Recordkeeping, Reporting, Testing, and Design Standards.

All Compliance functions are accessed through the *Compliance* menu item at the top of the TaskTrakker module main screen.

15.2 Compliance Forms

In order to standardize the list of tasks for each applicable rule, the TaskTrakker module uses a rule-specific task list that is either created by the user in the COMPASS, or loaded into the system from IntelliRegs. This list contains the tasks that will, by default, be loaded into the CMP for each Entity that is subject to the rule. Companies can customize both the task list and the task attributes for each instance where the rule is applicable to an Entity, but the Compliance Form helps to standardize task lists. It also greatly accelerates the process of task assignments in the CMP when a user decides that a rule is applicable to an Entity.

Compliance Forms are created, modified, viewed, and removed from the database through the **Forms** icon which appears on the left side of the Compliance toolbar, as shown in [Figure 15.1](#).

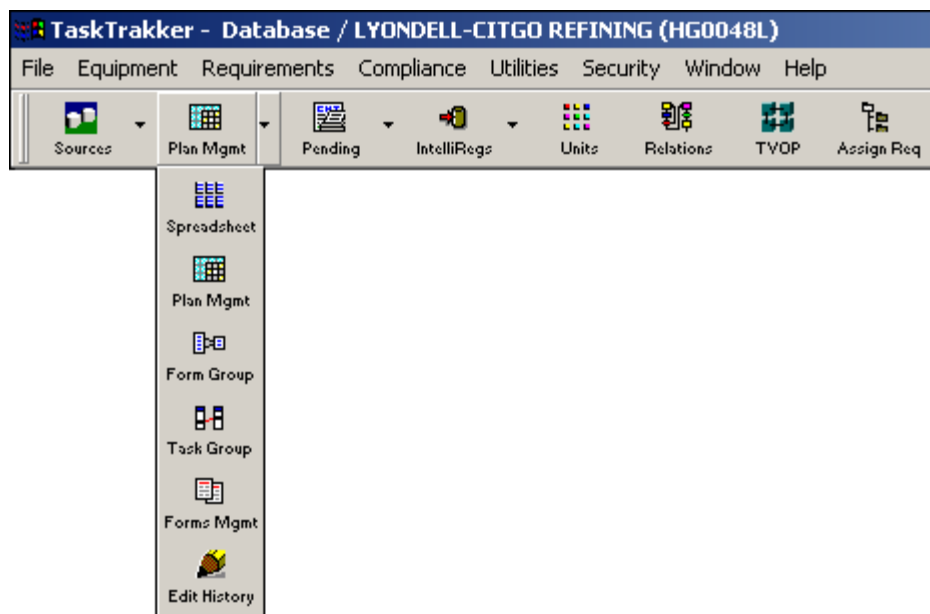


Figure 15.1

Toolbar selections enable users to add new Forms, add data elements (i.e., generic tasks) to Forms, and perform other maintenance activities, as shown in [Figure 15.2](#).

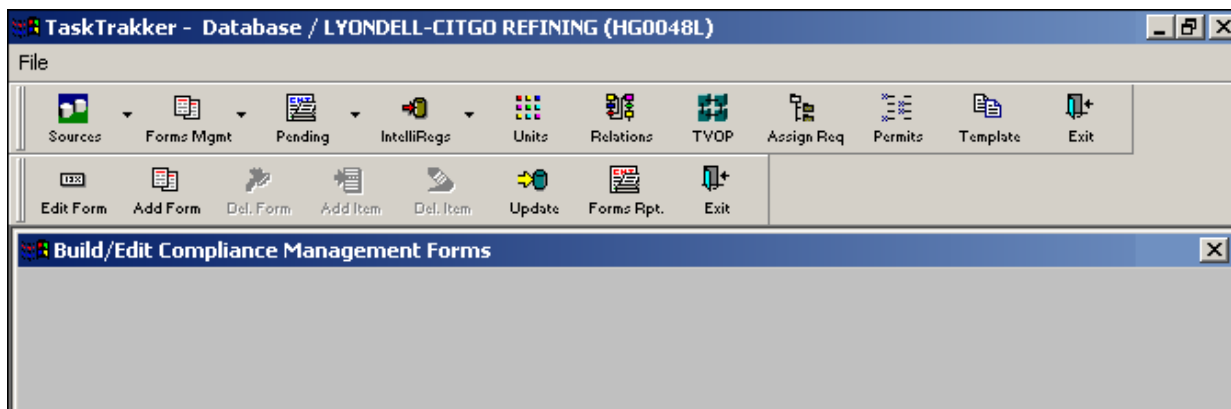


Figure 15.2

15.3 Compliance Management Plan

The next icon to the right from the **Forms** icon is the **Management** icon, which enables users to view currently assigned compliance tasks and modify the task attribute information, such as *Frequency* or *Responsible Staff*. [Figure 15.3](#) shows a typical *Compliance Management Maintenance* display screen.

Figure 15.3

15.4 Task Groups for Minimizing Compliance Recordkeeping

Compliance "history" will be collected for numerous compliance tasks in your facility to demonstrate compliance with applicable rules and to identify potential areas of non-compliance for deviation reporting. In a large facility this recordkeeping, and the processing of data that is required, will be likely to create a substantial burden on both manpower and computing resources. Hence, it is advisable to keep the actual number of tasks for which "history" will be maintained as small as possible, without compromising the overall goal of certifying compliance.

In the TaskTrakker module, this goal is met by task grouping, a function in which multiple compliance tasks for an Entity are aligned with a single activity that will be performed, and for which "history" will be maintained.

For example, the unit operator in a chemical plant often performs a walk-through of the unit at the beginning of each shift. During a typical unit walk-through a variety of conditions are checked, including visual, auditory, and olfactory inspections of equipment. An assortment of housekeeping, safety, and operational items may be checked as well. Each of these items may have been defined as compliance tasks due to the fact that a rule or permit requires that they be done. However, by defining a Task Group with the "Unit Walk-through" task as "Primary" and all others defined as "Secondary," the compliance recordkeeping is substantially reduced. A walk-through of the unit may satisfy dozens of discrete tasks that, in effect, make up a portion of the standard operating procedure for a Unit walk-through in the plant.

When tasks are identified in this function as "secondary tasks," then the Management Plan will automatically be updated to show that compliance history will not be saved for the secondary tasks, and that compliance history will be saved for the primary task.

15.4.1 Task Groups

To access the Task Grouping functions, click on the *Compliance* menu from the TaskTrakker main screen, and then click on the **Task Group** icon. This opens a **Task Mapping** window with a **Task Picklist** on the left and two windows on the right. (See Figure 15.4)

Task Mapping

Selection Criteria
 Business Unit: [ALL] Entity: [ALL] Task Category: [ALL]

All Tasks For Entity / Category Selection

Ent Type	Entity ID	Task ID	Primary Task	Citation
Bus. Unit	Resp. Dept	Task Type	Frequency	
Resp. Person	File Ref.	Planned Method		
P	430-UNIT	40558	40558	2167~SC15
SRC	FE	Standard	Other	
FE Coordinator				
Ensure compliance with 28MID program requirements for all piping, valves, connectors, pumps, and compressors in VOC service under intensive directed maintenance.				
P	430-UNIT	40545	40558	2167~SC18
SRC	OP	Monitoring	Every 4 Hours	
Area Operator				
Conduct AVO checks for H2S leaks within SRC operating area every 4-hours.				
P	430-UNIT	40510		2167~SC40
SRC	OP	Standard	One Time	
Area Supervisor				
Ensure H2S monitoring system at the SRC is operated and maintained according to the LCR procedures.				
P	430-UNIT	40437		2167~SC40
SRC	OP	Standard	One Time	
Planning Supervisor				
Install H2S monitoring system at the SRC.				

Primary Tasks

Ent Type	Entity Id	Description	Task Id	Primary Task
P	430-UNIT	Ensure compliance with 28MID program requirements for all piping, valves, connectors, pumps, and compressors in VOC service under intensive directed maintenance.	40558	40558

Secondary Tasks

Ent Type	Entity Id	Description	Task Id	Primary Task
----------	-----------	-------------	---------	--------------

Figure 15.4

The top window is for assigning primary tasks, and the bottom window is for assigning secondary tasks. Primary tasks are tasks for which history will be kept, such as "Keep a record of daily flare inspections." Secondary tasks are informational tasks which relate to the primary task, but do not have history kept, such as "Make the records readily available for inspection upon request." Columns in the **Task Picklist** window include the *Entity Type* (such as Source, Point, Control Device), *Entity Id.*, *Description* of the task, *Task Id.*, *Primary Task*, *Rule*, and *Frequency*. You can sort the columns in the **Task Picklist** window by clicking on the column headings.

To assign a primary task, select the task and click on the right arrow > next to the top (**Primary Tasks**) window to move the task into that window. You may move more than one task at a time by holding down the **CTRL** key, and then selecting all the tasks you wish to move. To assign a secondary task to a primary task, make sure the correct primary task is highlighted in the upper window. Select the task you want to assign as a secondary from the **Task Picklist**. Click the right arrow > next to the bottom (**Secondary Tasks**) window to move the task. When assigning secondary tasks, it is helpful to look at the Rule number of the tasks to determine which tasks belong to the same citation group.

You may assign as many secondary tasks as you wish to a primary task, but you must save before selecting another primary task. Once you have saved, the primary and secondary tasks will again be displayed in the **Task Picklist** window with the Primary Task highlighted in yellow and the

Secondary Task highlighted in turquoise to show that it has been assigned. The primary task number will be displayed in the Primary Task column allowing you to see which tasks have been assigned as secondary tasks. You may unassign tasks by highlighting them and clicking on the left arrow < next to the window, but you must save again after this step. If you try to close the **Task Mapping** window without saving, you will be asked if you want to save the changes you made.

The **Report** icon provides a report showing primary tasks and the secondary tasks assigned to each primary.

The **Calculate** icon calculated rolling averages and rolling sums.

15.4.2 "Templating" Compliance Tasks

Tasks may be "templated" (i.e., copied) from one Unit, Source, Point, or Control Device to another Unit, Source, Point, or Control Device. Equipment is collectively referred to as "Entities" in the TaskTrakker module. A **Template** icon appears on the main toolbar that provides access to all of the options for "templating" tasks. The template selection screen is shown in [Figure 15.5](#). Each type of template is shown in subsequent screen displays.

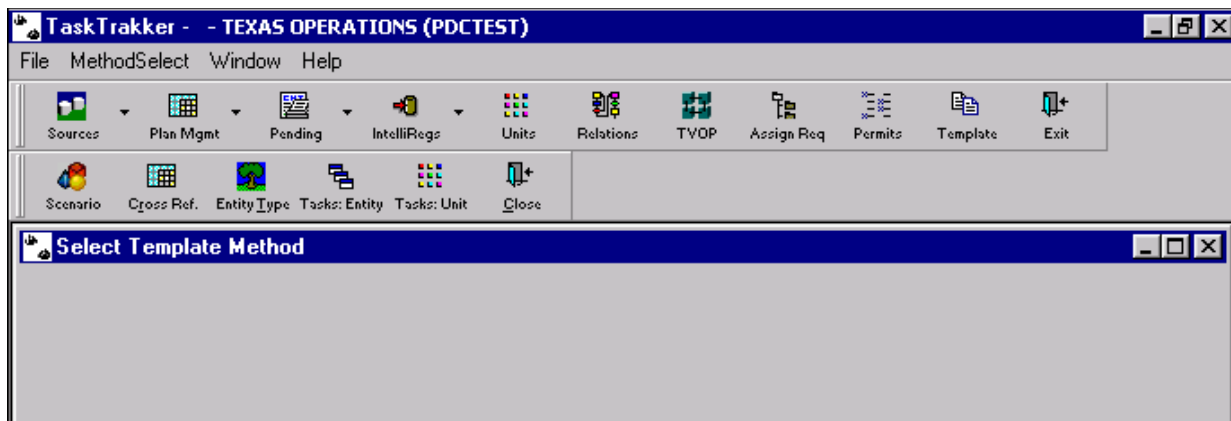


Figure 15.5

The "Tasks by Entity" Template option shown in [Figure 15.6](#) can be used to template tasks from one type of Entity to a different type of Entity, e.g., from a Point to a Source. It is the only option that may be used to copy tasks to a dissimilar Entity type. The tasks to be copied to the "**Target**" window may be selected and done as a group. If all tasks will be templated, the **Copy All** command button should be used.

Template Tasks by Entity

TEMPLATE TASKS FROM ONE ENTITY TO ANOTHER

TEMPLATE FROM

Entity Type : Source

Entity Id :

TEMPLATE TO

Entity Type : Source

Entity Id :

Business Unit :

New Task Name:

New Citation:

SOURCE TASK LIST

Task Description	Rule	Frequency
------------------	------	-----------

Copy All ->

Copy ->

<- Remove

TARGET TASK LIST

Task Description	Rule	Frequency
------------------	------	-----------

Figure 15.6

The "Tasks by Unit" Template option enables compliance tasks to be copied from one Entity to another Entity using the Process Unit ("PUN") as a filter. (See [Figure 15.7](#))

Template Compliance Management Items

Templating From:

Operating Facility: BL0038U

Entities With Compliance Mgt. Items

PUN: None Selected

Source: None Selected

Control Device: None Available

Emission Point: None Selected

Templating To:

Operating Facility: BL0038U

Select PUN and Entity To Template To

PUN: NONE SELECTED

Source: NONE SELECTED

Control Device: NONE SELECTED

Emission Point: NONE SELECTED

Figure 15.7

15.4.3 "Templating" Applicable Rules and Compliance Tasks

The TaskTrakker module includes a template feature (Entity Type icon) that copies both applicable rules and associated tasks from one Entity to another Entity. The screen looks very similar to the "*Template Tasks by Unit*" screen, but it copies both selected applicable rules and all associated tasks from the "From" Entity to the "To" Entity, as shown in [Figure 15.8](#).

Update Clear Close

Templating From:
Operating Facility: BL0038U
Process Unit:
Source:
Control Device:
Emission Point:

Templating To:
Operating Facility: BL0038U
Process Unit:
Source:
Control Device:
Emission Point:

Template Compliance Management Items? ☒ Yes ☐ No

Figure 15.8

Once the Entities have been selected and the **Update** button clicked, a screen appears to select the rules to template. The rules can be copied individually, or the **Select All** button can be used to copy all of the rules at one time. (See [Figure 15.9](#))

Requirement Listing

Facility ID: VC0008Q Process Unit: 07

Entity Type	Entity ID	Reg. Number	Reg. Subpart	Citation	Type of Rule
Op. Scenario ID and Desc.					
Source	07CWA041	Regulation I		101.6(a)	Reporting
A Normal Operating Scenario					
Source	07CWA041	Regulation I		101.6(c)	Design Std
A Normal Operating Scenario					
Source	07CWA041	Regulation I		101.7(b)	Reporting
A Normal Operating Scenario					

Selected Record: 2 OK Print Select All Deselect All Cancel

Figure 15.9

15.5 Entering and Keeping Track of Compliance "History"

In some plants, the compliance "history" will be maintained in an external database, such as a Plant Historian or Fugitive Emissions data management system. It is preferable to access data that is stored in an external database for analysis or reporting, as opposed to copying the data into the COMPASS, where the option to do so is practical and cost-effective. If the Data Repository for compliance "history" has been indicated as "External Database" for the task displayed on the **Compliance Management Maintenance** screen users may wish to identify more precisely where data is stored by filling in information in the "Link to External Data" field, located at the bottom of the screen. (See [Figure 15.3](#)) To do a batch upload from a spreadsheet, etc., click on the **Add History** icon, then on the **Import** icon, and specify the file name and location.

Compliance "history" will be collected for numerous compliance tasks in your facility to demonstrate compliance with applicable rules. There are several different ways in which compliance history may be entered into the TaskTrakker module, including web-based and software-based approaches. They are explained below.

15.5.1 Web-based Compliance "History"

PDC Corp distributes a web program that connects to the TaskTrakker module database and provides both task lists, by person, department, etc., and "history" data entry screens. The program operates entirely on the server side ("servlet") to enhance performance and ensure that processing is handled in a reliable and efficient manner.

15.5.2 Web-based Compliance "History"

Compliance "history" may be entered using the **Edit History** icon on the *Compliance* secondary toolbar. Users have various dropdowns for selecting Tasks. Dropdowns such as Business Unit, Entity Type, Entity, Task Category, etc., can also be used as shown in [Figure 15.10](#).

Entity Type	Entity ID	Task ID	Citation	Task Description
-------------	-----------	---------	----------	------------------

Figure 15.10

The results of compliance reviews for permit allowable emissions may also be entered using the

Edit History icon. Users should click on the **Edit History** icon, make appropriate selections of Year, Account, and Permit Number that appear on the next screen (see Figure 15.11), and then click on "Get Report" to see the actual and allowable emission rates for the selected permit and year.

The screenshot shows the 'History Edit' window. It has a toolbar with icons for 'Change Status', 'Update', 'Delete', 'Get Report', 'Print', and 'Exit'. Below the toolbar, there are several dropdown menus and input fields: 'Business Unit' (set to 'ALL'), 'Entity Type' (set to 'ALL'), 'Entity' (set to '(P) 70F125-2 < QUENCHER TX CARBON BEDS >'), 'Task Category' (set to 'ALL'), and 'Select Task Status' (set to 'ALL'). There are also radio buttons for 'Completion Date' and 'Recorded Date'. At the bottom, there are 'Start Date' and 'End Date' fields, both set to '11/05/2003' and '12/05/2003' respectively.

Figure 15.11

15.5.3 "Pending Task" Report Compliance "History"

Many users find it convenient to enter their compliance "history" using the *Pending Tasks* report. This selection produces a report showing all compliance tasks that are pending for the Entities that are included within the scope of the report filter. This filter is defined by the user on the initial screen following selection of this icon. A "pending" task is a task that is expected to be done within the current time frame, but is not necessarily overdue at the present time.

If the user wishes to add the results obtained from completing a task, an **Add History** icon is available on the secondary toolbar to enter compliance history tracking information. When compliance history is added for a task, the task will drop out of the list and reappear at a later time when it is "pending" again (e.g., the next day, if the task frequency is "daily"). Figure 15.12 shows the report filter screen which first appears when the "Pending" icon is selected from the Compliance toolbar.

The screenshot shows the 'Pending Tasks' window. It has a toolbar with icons for 'Add History', 'Refresh', 'Print', 'Save As', and 'Close'. Below the toolbar, there are several dropdown menus and input fields: 'Business Unit' (set to 'ALL'), 'Entity Type' (set to 'ALL'), 'Resp. Department' (set to 'ALL'), 'Resp. Person' (set to 'ALL'), 'Task Category' (set to 'ALL'), and 'Frequency' (set to 'ALL'). There are also checkboxes for 'Primary Tasks Only' and 'Tasks Where 'Overdue Is A Deviation' ONLY'. Below these, there is a 'Compliance Rems Due Less Than' field set to '12/05/2003'. The main part of the window displays a table of pending tasks. The table has columns for 'Entity Type and ID', 'Task Name and ID', 'Due By and Frequency', and 'Task Description'. The first row shows 'Source' with 'Entity Type and ID' '320S322', 'Task Name and ID' '5308', 'Due By and Frequency' '11/2/06/2003', and 'Task Description' 'Maintain up-to-date and readily accessible reports of daily average values of monitored parameters for all op days when daily average values recorded under para (a)&(b) were outside established ranges'. The second row shows 'Maintain reports'.

Figure 15.12

Figure 1

5.13 shows how the screen changes when a specific task is highlighted and the **Add History** icon is selected from the secondary toolbar.

The screenshot shows the 'Add History' dialog box. The title bar reads 'Add History'. The main area is divided into several sections:

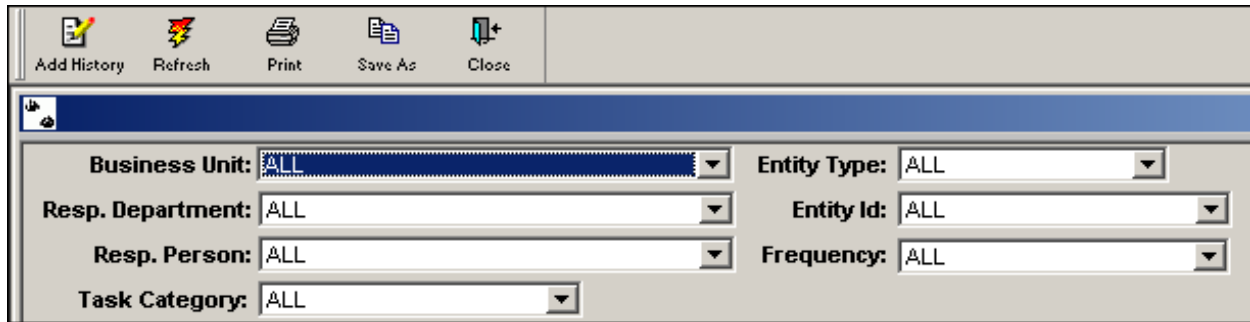
- Task History** section:
 - Task Description: Maintain up-to-date and readily accessible reports of daily average values of monitored parameters for all op days when daily average values recorded under para (a)&(b) were outside established ranges
 - Task ID: 5308
 - Value: [Dropdown menu]
 - Completion Date: 12/06/2003 21:51
 - Unit of Measure: NONE
 - Limit 1: [Field]
 - Limit 2: [Field]
 - Task Status: Completed with No Deviations
 - Calculation Basis: [Field]
- Business Unit** section:
 - Business Unit: DIST
 - Entity Type: Source
 - Entity ID: 320S322
 - Citation: 63.118(f)(1)
 - Responsible Dept: Main
 - Actual Dept: Main
 - Responsible Person: [Field]
 - Actual Person: [Field]
 - Planned Method: Maintain reports
 - Actual Method: Maintain reports
 - Planned Materials: [Field]
 - Actual Materials: [Field]
- Date and Frequency** section:
 - Date Entered: 12/06/2003
 - Entered By: [Field]
 - Period Start: [Field]
 - Period End: [Field]
 - Frequency: Daily
- Comments** section:
 - Comments: [Large text area]

At the bottom, there are 'Save' and 'Cancel' buttons. A sidebar on the left shows a list of tasks with '320 Main' selected. The status bar at the bottom left says 'Ready'.

Figure 15.13

15.5.4 "Exception" (and Other) Reports for Compliance "History"

Users can enter their compliance "history" using the *Exceptions* report, which shows tasks that are overdue based on the planned frequency of the task and the date of the report. After clicking on the **Exceptions** icon, the user will see a filter screen, as shown in Figure 15.14. The Task Frequency, Account, Department or Unit, and Responsible Person may all be entered in this screen.



Add History Refresh Print Save As Close

Business Unit: ALL Entity Type: ALL
 Resp. Department: ALL Entity Id: ALL
 Resp. Person: ALL Frequency: ALL
 Task Category: ALL

Figure 15.14

When completed, the user clicks on the "Get Report" icon on the secondary toolbar to retrieve the report using the filter criteria that have been entered, as shown in [Figure 15.15](#).

Exception Report - Compliance Management Elements For Account: BL0038U						
Date: 12/05/2003						
Entity Type	Entity ID	Task ID	Responsible Department	Period Start	Frequency	Exception Days
Business Unit		Form ID	Responsible Person	Period End		
Task Description			Planned Method			
Point	55R1	3946	Main	07/01/2003	Quarterly	66
MTA		115.121(a)(2)		10/01/2003		
Ensure no vent gas stream is emitted from any of the following processes unless the vent gas stream is controlled properly in accordance with 115.122(a)(2).			Document any emissions from an uncontrolled process vent in accordance with 115.122(a)(1).			

Figure 15.15

15.6 Summary of Compliance Menu Functions

The *Compliance* menu allows you to open several functions that assist users to develop and oversee a Compliance Management Plan ("CMP"), including Compliance Forms, defining Tasks, grouping Tasks, and producing various management reports (See Figure 15.16)

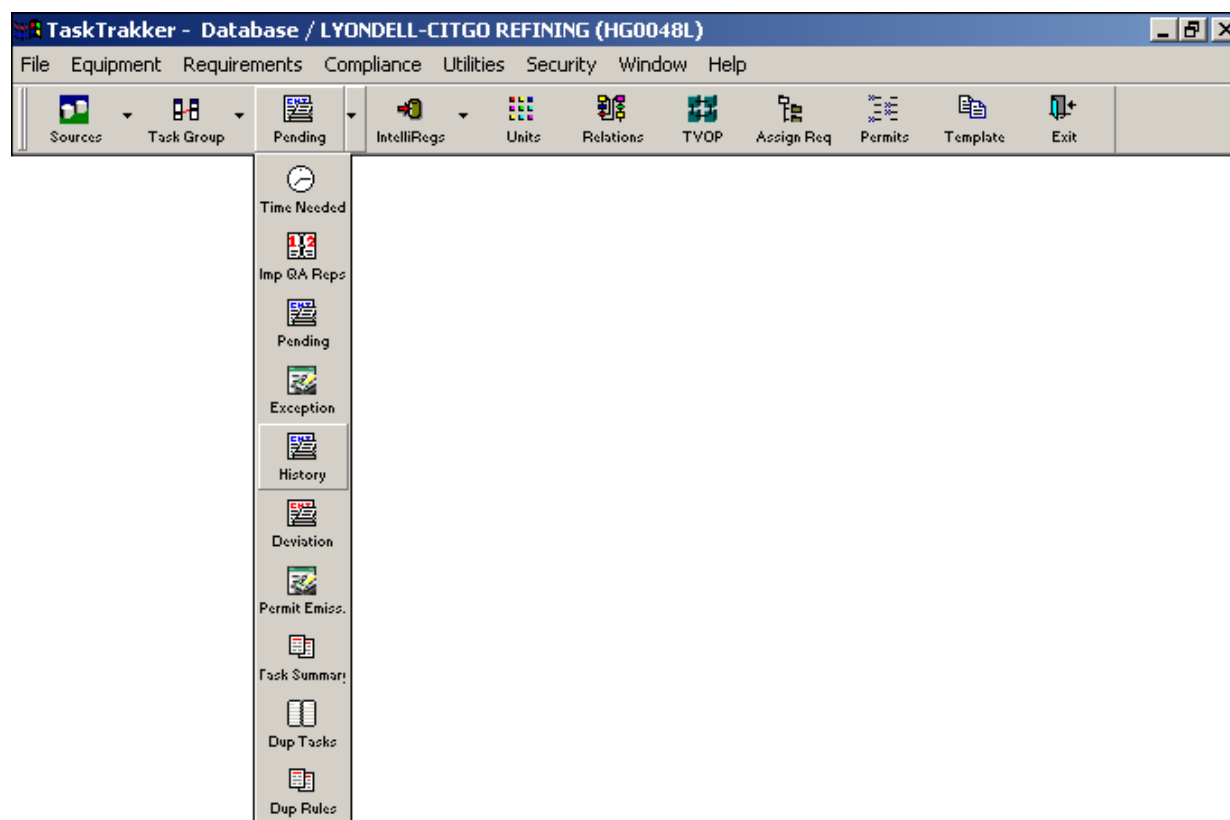


Figure 15.16

These functions are summarized in the following paragraphs:

- **Compliance Management Plan:** This selection shows the assigned compliance tasks for each Entity that appears in the Compliance Management Plan ("CMP"). Task attributes, such as frequency, responsible person, and data repository, may be changed by the user when this function is used.
- **Spreadsheet:** This selection shown the assigned compliance tasks for each Entity in a spreadsheet-type view, instead of in a detail screen that only shows a single task.
- **Form Group:** This selection enables users to define "generic" task groups, i.e., a pattern of one Primary task and one or more Secondary tasks that may, optionally, be used to create task groups throughout the Compliance Management Plan with a single mouse click, instead of creating task groups one at a time.

- **Forms Management:** This selection allows the user to create or edit Compliance Forms. A Compliance Form is a relationship between a Requirement (e.g., permit provision, Federal citation, etc.) and one or more compliance tasks. A rule can be associated with one and only one Compliance Form.
- **Edit History:** This selection enables users to modify previously-entered task performance records.
- **Time Needed:** This selection enables users to produce reports showing how much effort is required to maintain compliance records, based on the entry of a duration time, in minutes, for each task. The time required to perform non-repetitive tasks may be entered using an estimated time/day alternate feature, as explained in the task detail screen.
- **IMP QA Reports:** This selection enables users to review quality assurance data for compliance "history" data that is being imported from a spreadsheet.
- **Pending:** This selection produces a report showing all compliance tasks that are pending for Entities that are included within the scope of the report filter. This filter is defined by the user on the initial screen following selection of this icon. A "pending" task is a task that is expected to be done within the current time frame but is not necessarily overdue at the present time. An **Add History** icon is available on the secondary toolbar to enter compliance history tracking information. When compliance history is added for a task, the task will drop out of the list and reappear at a later time when it is "pending" again (e.g., the next day if the task frequency is "daily".)
- **Exceptions Report:** The selection produces a report showing the compliance tasks that are overdue for the Entities that are included within the scope of the report filter. This filter is defined by the user on the initial screen following selection of this icon. Entities may be restricted based on Frequency, Unit, Responsible Staff, or Entity. An **Add History** icon is available on the secondary toolbar to enter compliance history tracking information.
- **History:** This selection brings up a secondary toolbar for reviewing and adding new compliance history, i.e., entries into the database showing that compliance tasks were completed and any information related to the task completion event.
- **Deviation:** This selection produces a report showing the compliance task performance records (compliance "history") for those records that have a Status that indicates a Potential Deviation.
- **Permitted Emissions:** This selection produces a report showing actual and allowable air emissions for a selected year, provided that the emissions data has been provided in the COMPASS-EI module.
- **Task Summary:** This selection produces a report showing a summary of the compliance tasks that have been defined in the Compliance Management Plan.
- **Dup Task and Dup Rules:** This selection provides special features to duplicate compliance tasks and rules.